LIBRARY BUILDINGS

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LIBRARY BUILDINGS

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NOTES AND PLANS

BY

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FOREWORD

THESE notes and plans of library buildings are intended to be of practical help. They are based on personal experience and on printed information from reliable sources. An attempt has been made to make these notes explicit, for assistance to library trustees and library workers. Architects may find them of value, since emphasis has been placed on many features in the details of library planning which differ from building details in other structures.

Basic principles for the proper designing of library buildings are stressed in the emphasis placed on their importance, rather than in devoting extra printed space to them. Particular attention has been paid to many small but important details in library construction which make or mar a library building and which have been overlooked in printed material. Therefore the raison d'etre for this book is to give more explicit help in the planning of small libraries and to show photographs and floor plans of several newer, successful ones.

Only buildings costing less than $50,000.00 are considered here. Buildings costing less than this sum will greatly out-number the more expensive ones and they will be erected in smaller cities which usually lack architects with experience in planning library buildings.

Cost prices quoted are always relative, as building costs will vary monthly with those of labor and materials, and they will vary greatly in different sections of the country.

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LIBRARY BUILDINGS

GENERAL SUGGESTIONS

Available Assistance

WHEN considering plans for library buildings, library trustees and librarians are urged to confer with the American Library Association, the offices of which are at 86 E. Randolph Street, Chicago, Illinois, and with the secretary of the state library commission with offices in the state capital city, or other state library extension agencies.

Much assistance and suggestion are in the following publications:

The Library Building. W. R. Eastman. 2d ed., 1918. American Library Association. 25¢.

Furniture, Fixtures and Equipment. Linda A. Eastman. 1916. American Library Association. 25¢.

Small Library Buildings. Cornelia Marvin. 1908. American Library Association. Out of print.

Library Rooms and Buildings. C. C. Soule. 1902. American Library Association. 10¢.

A Book of Carnegie Libraries. T. W. Koch. H. W. Wilson Co. $3.50.

Notes on the Erection of Library Buildings. Carnegie Corporation, 522 Fifth Avenue, New York City.

The Country Library Versus the Donor and the Architect. Alice G. Chandler. Free Public Library Commission of Massachusetts, Boston, Mass.

The Small Town Library Building. John Adams Lowe. Public Library, Brooklyn, N. Y.

The files of *Library Journal* and *Public Libraries*, found in all public libraries, contain many excellent reproductions with floor plans and descriptive text of library buildings, as do numbers of the *Architectural Forum*, *American Architect*, *Architectural Record*, *House Beautiful* and the reports of many state library commissions, particularly the Wis-

consin Free Library Commission, Madison, Wisconsin, and the California State Library, Sacramento, California.

Explanation of Terms

The terms used in describing library buildings and their equipment are usually self explanatory. There are a few which may not generally be understood. In these notes—

A small building means one of comparatively small cost and not necessarily small in size. Many buildings, inexpensive in construction, show the success of the architect or wisdom of the library board in securing ample floor space at a comparatively low figure.

Unless specified otherwise, the cost of a building means its cost complete and furnished. The cost per cubic foot is estimated from the bottom of the footings to the center of the roof with no allowance for irregularities.

The dimensions of a building are for its outside measurements. The height of a story is the height of the inside of the room, in the clear. Shelving capacity is the total number of books which can be accommodated on shelves.

Wall shelving means a single-faced book case against the wall, with or without backing to the case. A floor case is a double-faced case standing out from the wall. Stacks or book stacks are series of book cases, usually double-faced, arranged in a room or section of the library for as compact storage as possible of the books in the library. They may be one or many stories high.

A book lift is a small elevator designed to carry books from one floor or stack level to another.

Delivery room is the division of space in the library building from which books are issued to borrowers and to which they are returned.

Reference room is the division of space in the building where are shelved the books primarily intended for consultation in the library building.

Shipping room is the room in which in-coming material is received for distribution to the various departments in a library and from which material is sent. In a small library building the shipping room is combined with the work room, where the gluing and major repair work on books are done.

Indirect lighting is that reflected against the ceiling from concealed electric lamps. Semi-indirect lighting is that from enclosed but exposed lamps reflected against a white reflector suspended directly over the lamp.

Basic Principles

Several years ago a committee of the American Library Association submitted eleven principles in library construction. They are so fundamental that they are reprinted here.

"Every library building should be planned for the kind of work to be done, and the community to be served.

"The interior arrangement should be planned before the exterior is considered.

"Plans should provide for future growth and development.

"A library should be carefully planned for economical administration.

"Public rooms should be planned for complete supervision by the fewest possible attendants.

"No convenience of arrangement should be sacrificed for architectural effect.

"There should be no such decoration of reading rooms or working rooms as will attract sight-seers to disturb readers and attendants.

"There should be good natural light in all parts of the building. Windows should extend to the ceiling, to light the upper portions of every room. In a book room or stack, windows should be opposite the aisles.

"No shelf should be placed so high as to be out of reach of a person of medium height standing on the floor.

"Flights of stairs should be straight and not circular.

"Communication by telephone or speaking tube should be arranged between the working rooms."

General Principles

The question is sometimes raised as to the merits of a separate library building as compared to a library erected as part of another public building. This is a local question, and while in a small town there may be advantages in economy and supervision in erecting library quarters as part of a Community House, for example, on general principles it is better for the library to occupy its own separate building. This will prevent differences in opinion and authority regarding the library work and its financial support.

If the library building is to be oblong in shape, usually most to be desired, it will be well to erect the building with the entrance and the longer side facing the street. This will insure more air and natural light in the library if it be between other buildings. The architectural impression also usually is better if the building's longer side face the street.

If the building site be long and narrow, its shorter side will have to face the street and a different interior arrangement for the library's work will follow. In such a building it is well to know the relative values of different parts of the building and to arrange for the library's work accordingly. Based on such values in store rooms, "Two feet in depth at the front usually devoted to window exhibits is worth 12 per cent of the rental of the building. The 8 per cent of space immediately back of this is worth 13 per cent. The third section of 10 per cent of the space is worth 13 per cent. The fourth section of 30 per cent of the space is worth 28 per cent. The fifth section consisting of 40 per cent of the space is worth 26 per cent. The remaining 10 per cent of the space is worth 8 per cent."[1]

Realizing the value of the front space in a library building, it will be seen that in small buildings particularly, there is frequently great

[1] Joseph L. Wheeler.

wastefulness in stairs, vestibule, coat rooms, toilet, etc., at the entrance. This wastefulness has been particularly noticeable in library buildings costing less than $15,000.

There has been a decided departure from the monumental type of architecture for library buildings in recent years and this type should never be considered for a small building. A library building to be erected in the business district has a unique opportunity to increase its usefulness by being particularly accessible. To accomplish this, the building can be erected flush with the sidewalk, with an entrance on the sidewalk level, with display windows for the exhibition of books, etc., and with the delivery desk at the entrance.

Whatever the building's location may be, it should be close to the sidewalk and with as few entrance steps as are necessary to provide proper overhead space in the library's basement.

"A library building should be planned primarily for service to the largest number of people and not primarily as a piece of architecture."

"Plan the building for economy in the number of attendants, ease and efficiency in administration, and the concentration of the library's work with the public on one floor."[1]

All structural partitions on the main floor should be omitted when possible. The areas of work on this floor such as children's room, reference room, etc., can be much better provided for by outlining these rooms with double-faced floor cases. Walls and permanent partitions are expensive, inflexible and shut out light and air. They may be necessary, however, to enclose the work and librarian's rooms if these be on the main floor, in order to protect the public from odorous glue pots in the workroom, and to give privacy in the librarian's room, particularly if the Board of Trustees meet here during the library's working hours.

The most common and expensive mistake made in planning library buildings is in under-estimating the library's growth and needs for readers and books. In his pamphlet, *The Library Building*,

[1] Edward L. Tilton.

William R. Eastman says, "Every library building must be so contrived as to suit a continual process of expansion."

"An estimate of the book capacity required must take account of each of the following items:

1. The present number of books.
2. The yearly addition of books.
3. The yearly loss and removal of books.
4. The proportion of books of a size larger than the average.
5. The proportion of empty spaces needed for immediate placing of new books in their order.
6. The proportion of empty spaces needed for convenient class arrangement, finding and handling of books.
7. The proportion of shelves needed for special uses, such as new arrivals, books in process of preparation, books on exhibition or reserve, and books and other material in the office and work rooms."

If the librarian or Board of Trustees are inexperienced and do not know how to provide for adequate future growth, they are urged to consult someone who does know before their building plans are accepted.

If there is a successful library in a nearby city approximately the population of their own, the library trustees and architect can draw wise conclusions from the experience in this neighboring town.

If the work and number of books in a library grow beyond the library's capacity to handle them, it will become necessary to add to the building. The usual way to increase a building's space is to add a stack room to the rear of the original library building. This room will house the book collection in compact form and leave the floor space in the original building for work with the public.

Location and Shape

It is far better to pay more for a good library site than it is to accept a poor one as a gift. A library building should be placed at a strategic point in a city, after most careful consideration has been

given this, in order to meet the needs of the largest number of people. Of two sites one hundred yards apart, one may serve thousands of readers annually who would not be reached by a building on the other site, and the maintenance expense of buildings on both sites would be the same.

Too much cannot be said against selecting a library site simply where the library building will look well or where it will add to a city's appearance. Service to the public and appearance usually can be combined, but if they cannot, appearance should be sacrificed for service.

The old idea that a library building should be located in a residential district, near a high school or a public playground is a mistaken one. It should be located as near the city's strategic center, which means the business center, as is possible. If residential districts were the proper location for activities with the public, banks and post offices would be found there. A location at street intersections will give additional prominence and publicity to a library, and additional noise and dust in the library.

Temporary, portable buildings have been used for library purposes on more than one proposed building site in order to determine their respective merits. These portable buildings serve fairly well for temporary purposes, but they are hot in summer and it is difficult to prevent the water and plumbing pipes from freezing in cold weather.

A site with a pronounced slope at the rear or side of a building, will permit of an outside entrance to the library's lecture room without descending stairs. It will also decrease the basement-appearance of the basement rooms facing the slope.

In shape, buildings usually will be square, oblong or with angles ⌐ or ⌙, depending on the library's location, the shape of the building site or the amount of space available for building purposes. Usually the oblong shape is best for library purposes with the longer side of the building and the entrance facing the street.

If the building is to be in a business district where lots are narrow

and space very expensive, the shorter side of the building may have to face the street.

The ⌊ shape building is well adapted to a corner location with the entrance or entrance walk at the street intersection. It is also excellently adapted to a location in a small city park, but unless care be used, this type of building will be slightly more expensive than the oblong or square buildings which are more compact. Every angle in a building's wall and roof will add to the building's cost of erection.

The Architect

Since the architect is the determining factor in the success or failure of a library building, he should be selected with great care. He should be a good builder as well as a good designer. It is desirable to secure an architect who has designed a successful library building. This is not necessary, however, as a library building presents no difficulties in design to a capable architect, provided always that the library trustees and librarian know what is needed for the best library work and then insist on getting this in the building.

The architect to be avoided is the one who insists on striving for architectural impression at the sacrifice of an economical and sensible interior arrangement for satisfactory library work. Good architects usually do not so insist, but the library trustees and the librarian sometimes have to fight for what they get in the way of conveniences and desirable details in the interior arrangement.

The architect should be left free to secure the best architectural effect he can secure, but only after the librarian or the trustees have specified the library's needs and the best means of securing them in the plans. If these needs and requisites are not known, no building plans should be accepted until they have been approved by some one who does know—the secretary of the state library commission, a thoroughly successful librarian who knows about library buildings, or the American Library Association, 86 East Randolph Street, Chicago, Illinois.

A library building should be planned to meet the particular needs of the city it is to serve, but before accepting plans, library trustees frequently like to inspect library buildings erected in nearby towns. Valuable conclusions usually are reached through such visits, but it is important that only successful buildings be selected for inspection.

It is not advisable for a library board to ask for competitive designs for a small library building. In the first place, good architects will not be willing to compete.

Good architects usually belong to the American Institute of Architects and their fee for services will likely be the same. These fees will be from 4 per cent of the building's cost when plans are furnished without the architect's supervision during the building's erection, to 6 or 7 per cent for plans and supervision.[1]

Type of Building

A library building should be planned to meet the needs of its particular community. It also will have to meet the limitations of its community. A stone building with small or low windows and open ceiling with exposed roof timbers is totally unsuited to a hot climate where high windows and an air chamber between the ceiling and roof are necessary. A Spanish building with plaster decorations and patio would not well meet the traditions or climatic conditions of a New England village.

It is not necessary for the small public library building to be of fireproof construction. The fire risks in a library usually are small, and the contents of small libraries usually are replaceable. All library buildings should be insured however, and insurance should cover not only the building itself but also the furniture, books and card catalog.

Local building materials and local architectural traditions will largely determine the type of library building. In timbered sections of the country, wood will be the cheapest building material. In other sections of the country, it will be well to have as little exposed tim-

[1] For very small buildings 10 per cent.

ber work as possible, because of the constant expense and attention necessary for this material. Brick walls, or brick or hollow tiled walls covered with cement make attractive buildings, susceptible of great variations in line and color. They are not expensive and are comfortable. Stone is not a good material for the usual small building, because of its expense and character.

Wooden shingles may be necessary for the roof on particularly inexpensive buildings, but they are comparatively short lived and they increase fire risks. If they are used, a good treatment is a coat of plumbago paint (powdered plumbago or graphite in linseed oil). This gives the shingles a dull slate color; it will prove an excellent preservative and the paint will decrease fire risks.

Slate is an excellent roof covering in the few cities where slate quarries are nearby, but its weight makes it an expensive roofing for distant shipping. Tiles have become a favorite roof covering of late years as they are made in every section of the country; they are permanent, effective and attractive. Flat tiles are preferable for buildings of English design, and curved ones for the Italian or Spanish types. Composition roof coverings are usually not desirable as they lack character, they frequently lose their color and some of them curl.

The style of architecture may safely be left to any good architect. It may be said however, that the classic Greek type of architecture, so popular for banks and post office buildings, is not well adapted for the small library building. It is compact but expensive, if well done, and its impression is cold and formal. A less institutional and a more flexible, hospitable type of building is better suited for a small library.

The Georgian or its prototype in this country, the Colonial style of building, is well suited to small library requirements. While of Greek antecedents, it has become domesticated, and it is therefore less institutional in impression, and it is compact.

The English cottage type of building is also excellently suited for small library requirements. It is particularly hospitable in appearance and its flexibility in design will make easy the building's enlargement

if necessary. Plate 38 shows a library building of this type which suggests hospitality and charm. It will be noticed that the entrance to this building is at a street intersection. Such a location takes advantage of two thoroughfares and also meets the approval of the taxpayers on both, who sometimes object to the entrance to a public building being on the other street alone.

The Spanish and Italian types in library buildings are seen at their best in the West and Southwest and are the equal of any in the country. Their flatter roofs, wide window spaces and open courts are not well adapted to heavy snows and cold winters.

Whatever architectural type the building may be, an attempt should be made to relieve its interior from the monotonous and common-place appearance prevalent in most small library buildings. This usually results from tan or gray floor covering—the latter from dirty water which has been absorbed, brown or yellowish furniture, and gray or cream colored walls and ceiling—a sickly combination.

Many American communities are beginning to appreciate the economic value of beauty, and if more charm and loveliness can be secured in library buildings, in keeping with what they house, a permanently effective and less blatant form of publicity would result. It is gratifying to see the appreciation of dwellers in the poorer sections of a city, when a beautiful library building is erected in their midst. This is true particularly of a building in a foreign section of a city, where the people usually have an innate sense of beauty and lack it in their homes.

Tan or sage green probably will continue as floor colors since battle-ship linoleum comes in these shades. Furniture in various shades of brown is good, but library furniture can be stained an attractive pearly gray that does not show dust. Smaller libraries are also using painted furniture which gives an unlimited scope in color effects. Some restraint should be used in color schemes, particularly in public buildings, but some charming schemes have been worked out.

Painted furniture will show the effects of hard wear more quickly than will stained and varnished furniture, but the paint is easily renewable.

Light colored walls and ceiling are preferable in a reading room since they reflect light, but they need not be the too familiar gray or cream.

One attractive interior in a small library building is recalled. The furniture is pearly gray; the walls are a carefully selected, faint light blue stippled with buff shadings; the lighting fixtures are in black wrought iron; the exposed ceiling beams have painted Florentine designs in soft, rich colors, and two large undecorated jars, one in dark blue and the other in dull orange, add spots of interesting color.

Cost

Building costs are usually in such a fluctuating state they can never be printed as conclusive. Not only do they vary in the same community with the cost of labor and materials, but such costs differ greatly over the country. Since printed costs of construction are therefore always out of date, library trustees should never accept as final the cost data for libraries in other cities. Such data are valuable, however, as suggestive, when the date of erection and location of the building to which they refer are given.

When building plans are submitted to a library board, the board should require the architect to give the cost per cubic foot for the proposed building. This cubic foot cost should then be compared with the cost per cubic foot of the most recently erected church, school or club house in the same community. A library board should be willing to pay somewhat more for library than for school building construction, since the materials, furniture and finish in a library building will be more sightly and expensive than in the school building, and the library will probably be the only building of its kind in the community

Using cost data in other cities as suggestive, those for two buildings erected late in 1923 in Wisconsin and Massachusetts are valuable.

The Wisconsin building, in a town with a population of 1,500, measures 62 by 25 feet outside dimensions. It is of rough faced buff brick, backed by hollow tile and trimmed in terra cotta and cost $25,000.00 complete and furnished. Its cubic foot cost was 41 cents including general construction, heating, plumbing, lighting, all fixed shelving and loan desk, but exclusive of cork carpet, shades, movable furniture and architect's fee.

The Massachusetts library building which was erected approximately at the same time as the Wisconsin building, is irregular in shape but the measurements of its longest walls are 53′ 6″ by 46′. The contract price of this building was $32,500 and among its items of expense were; plumbing and heating, $1121; electric wiring and fixtures, $1180.50; furniture, $1128.50; book stack, $1594.00; hardware, $240.00. The building contains 56,000 cubic feet of space and the cubic foot cost was about 60 cents, which high cost is accounted for by the high first story of the building and the unexcavated basement.

Capacity

To estimate a library's shelf capacity, base the estimate on eight books to the running foot. One third of each shelf should remain vacant to avoid constant shifting of books on over-crowded shelves, and to decrease the wear and tear on tightly shelved books. If the wall cases are seven shelves high, the capacity a foot for this shelving will be 56 books. Double-faced floor cases of this shelving will have a capacity of 112 volumes a foot.

Seating capacity at a table is estimated at three feet for each reader's chair. The spaces between tables should not be less than five feet. Chairs in the library's auditorium will likely be of the folding variety and should come in groups of two and three. The seating capacity in the auditorium naturally will depend on its floor area and to a less degree on the chair arrangement. In small buildings this capacity will vary from seventy-five to twice this number.

A safe rule to follow in planning for the book capacity of a library is to make a liberal allowance for the library's growth for the

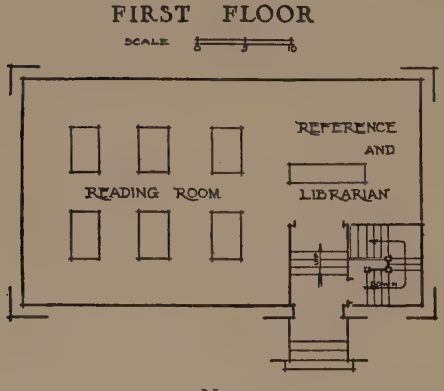
next ten or fifteen years and then, in addition, secure all the extra book capacity possible for the building. There are one hundred cramped and crowded library buildings as compared to one which has more space than it needs.

General Floor Plans

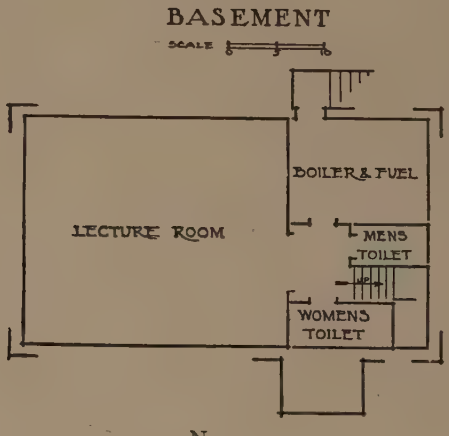
Since a large proportion of library buildings erected in this country during the last twenty years, were built through the munificence of Mr. Andrew Carnegie, the Secretary of the Carnegie Corporation has had unusual experience in studying library building plans. His observations, together with those of library workers, have been definitely worked out to most successful conclusions and the floor plans here submitted can be relied on.

Plans Nos. 1 and 2, 3 and 4 are for small, very inexpensive oblong and square buildings, excellently planned for small communities.

The plans for these two small buildings supply the necessities in a village library so far as plans can do this. These are not types of library buildings where wastefulness in space and money are usually found, for the economy necessary to erect them is their protection. Changes in these plans for the purpose for which they are intended could not well be made.



No. 1



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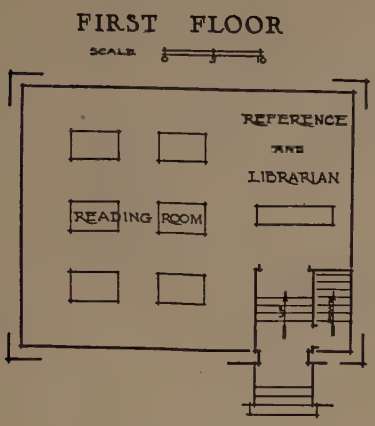

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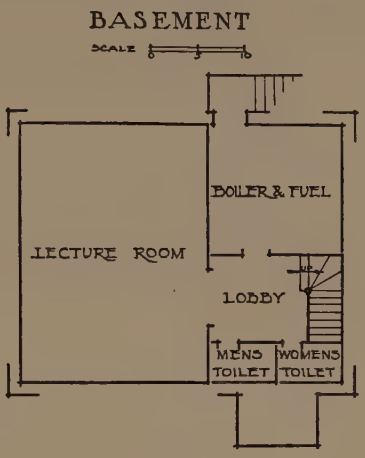
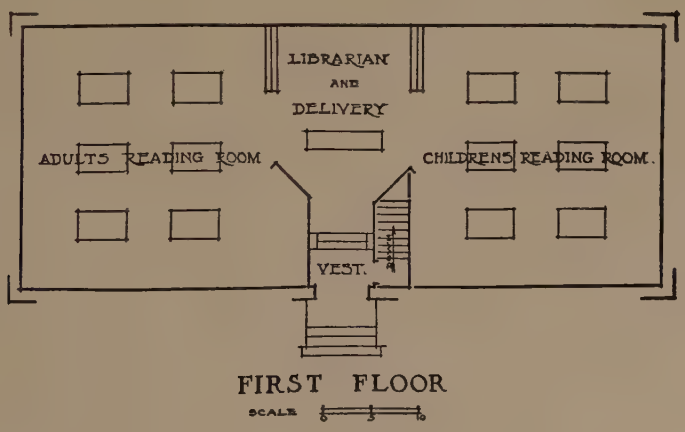


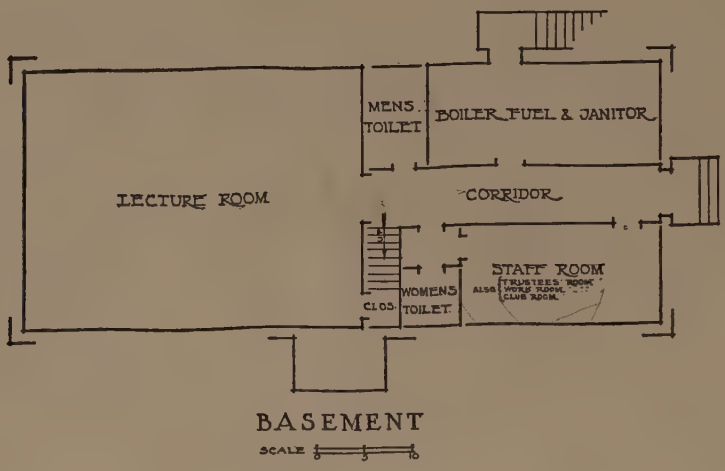
No. 4

The next floor plans, Nos. 5 and 6, are for a building whose approximate cost would probably not exceed $15,000.00 in any section of the country.

These plans are so direct and simple that little comment is necessary. It will be seen in the main floor plan that the vestibule and stairs to the basement are secured without any waste of space. The open interior, without wall partitions, provides reading rooms for adults and children, and the librarian's working space back of the delivery counter is provided for by double-faced floor cases. The delivery desk is well placed, being near the center of the building and



No. 5



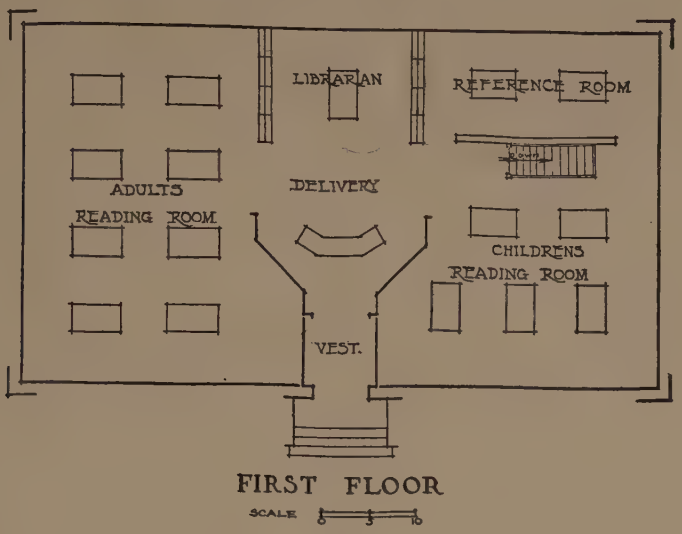
No. 6

also near the entrance. Instead of hand railings leading from the vestibule to the space in front of the delivery desk, most librarians would prefer low, single-faced floor cases for purposes of this demarcation.

The basement plan also shows a maximum of usefulness secured without waste or inconvenience in arrangement. The men's and women's toilet rooms are properly separated. The lecture room is of good size and there is an outside stairway and entrance to the boiler room. This room could also be used as the library's shipping room.

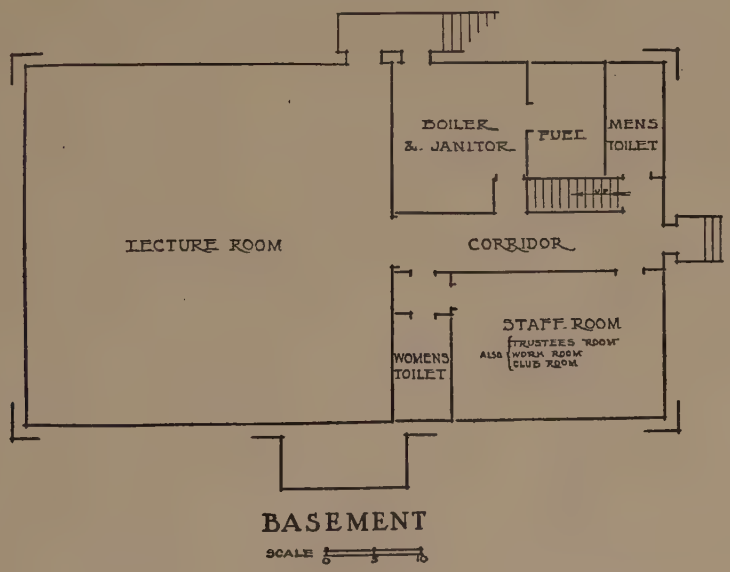
For a building costing approximately $25,000.00 or less, plans 7 and 8 are submitted.

Plan No. 7 for the main floor is a design for a larger library than No. 5 and exhibits more facilities for work. It shows the same results of common-sense, simplicity and economy as applied to a library plan. It differs from plan No. 5 in that no stairway descends from the entrance vestibule to the basement rooms. Entrance to the lecture room is by a rear, outside stairway, with a stairway also from the main floor to the basement for the use primarily of the library employees, but also for members of the public who may be reading on the main floor.



No. 7

Seclusion and quiet have been secured for reference purposes by separating a space at the rear of the children's room by means of a double-faced floor case and a light partition against which wall cases would be built. Again the delivery desk has been properly placed near the library's entrance, and the delivery space could be provided by means of low single-faced floor cases with paneled backs.

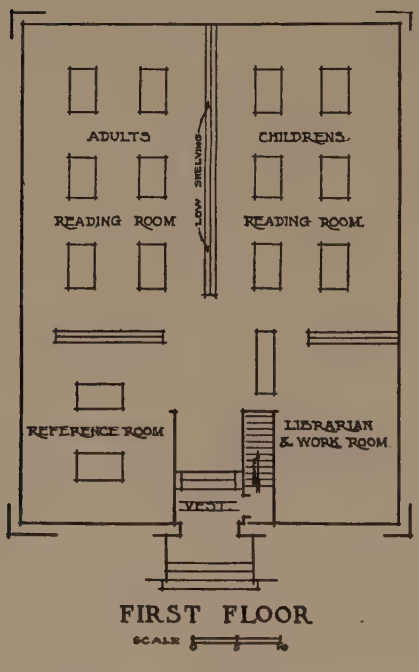


No. 8

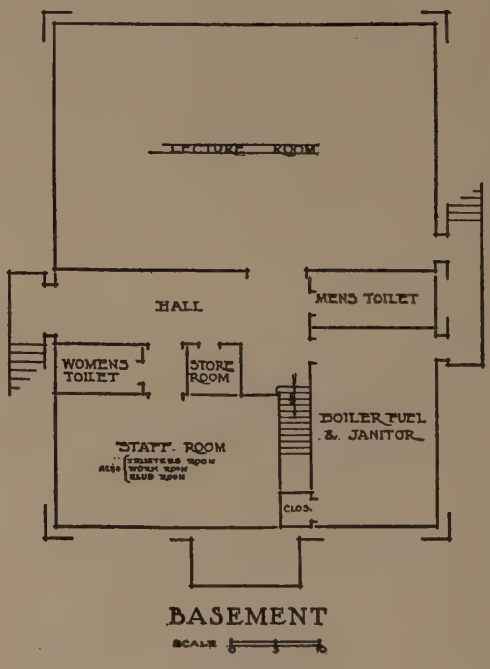
Plan No. 8 for the basement shows a maximum of service with a minimum of unnecessary space. Especially good is the large floor space secured for the lecture room.

Plans 9 and 10 are for an oblong building, the shorter and entrance side of which faces the street. This has resulted in a complete change in the interior arrangement as compared to the previous plans. While the basement plan, No. 10, would be left unchanged, many librarians would probably prefer a change in the main floor, No. 9, plan.

Realizing the value of the front of the library, the space at the right of the entrance would likely not be used as the "workroom," since the librarian could have her emergency work table at the delivery desk and place the work room in the rear. She would probably prefer to have the adult readers at her back with the children's room facing her at the delivery desk for better supervision of the small readers. Since the users of the reference room usually are men and women or high school students, the librarian probably



No. 9



No. 10

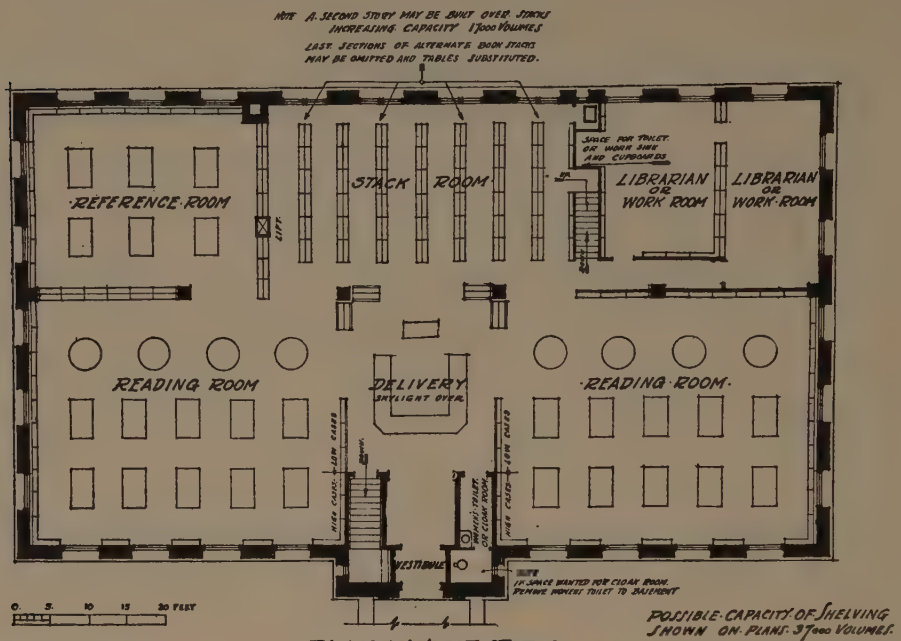
would feel safe in placing this room in the rear of the building back of the adults' reading room, where her supervision would not be necessary. This arrangement would place the workroom back of the children's room and against the rear wall.

Floor plans Nos. 11 and 12 are of a typical well-planned public library building which would cost $50,000.00 at pre-war prices. The building has a total book capacity on its shelves of 37,000 volumes. On the main floor, floor cases mark off the various spaces needed for adults', children's reading rooms, etc., and the only built-in partition is the light one which provides a corridor to the librarian's and work rooms. This gives privacy to the librarian and to the trustees when they meet in this room, and it also permits the enclosure of the workroom with its noise and unpleasant glue-pot odors. Space is provided in the librarian's room for toilet, cupboards and sink.

In submitting these plans, the Secretary of the Carnegie Corporation stated—"The main floor should be devoted exclusively to housing the books and their issue for home use; the comfortable accommodation for reading them by adults and children. The basement should contain the lecture room, necessary accommodation for the heating plant and all conveniences for the library patrons and staff."

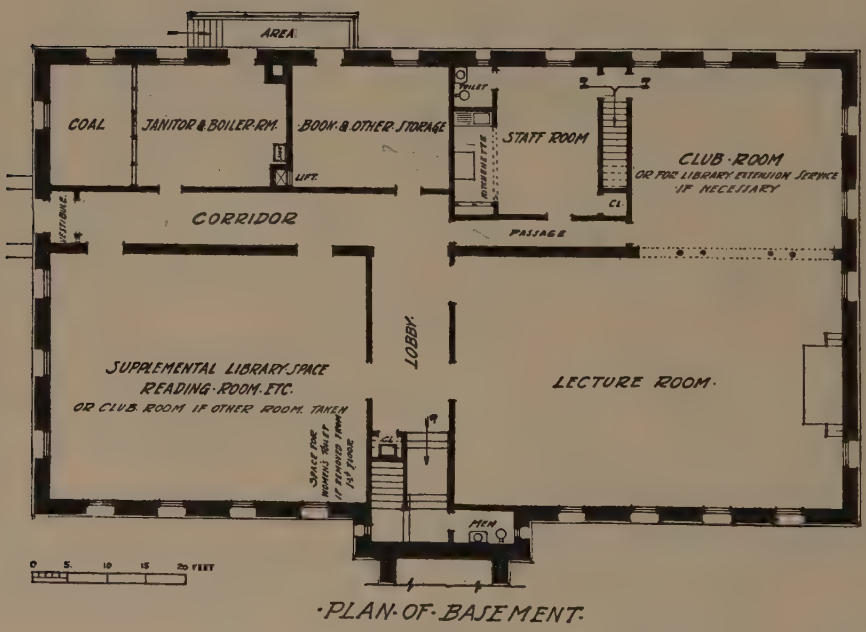
"Experience seems to show that the best results for a small general library are obtained by adopting the one-story and basement rectangular type of building, with a small vestibule entering into one large room subdivided as required by means of book cases. By a one-story and basement building is meant a building with the basement about four feet below the natural grade, the basement being from nine to ten feet and the main floor from twelve to fifteen feet high in the clear."

No small library building should have a dome or sky-light. A dome on a small building is unsightly and expensive and in cold weather it makes the building unnecessarily hard to heat. Sky-lights are inclined to leak in the winter and they always are hot in


NOTE A SECOND STORY MAY BE BUILT OVER STACKS INCREASING CAPACITY 17000 VOLUMES
LAST SECTIONS OF ALTERNATE BOOK STACKS MAY BE OMITTED AND TABLES SUBSTITUTED.
REFERENCE ROOM
STACK ROOM
SPACE FOR TOILET OR WORK SINK AND CUPBOARDS
LIBRARIAN OR WORK ROOM
LIBRARIAN OR WORK ROOM
LIFT
READING ROOM
DELIVERY SKYLIGHT OVER
READING ROOM
IRON CASES
IRON CASES
VESTIBULE
NOTE IF SPACE WANTED FOR CLOAK ROOM REMOVE WOMENS TOILET TO BASEMENT
0 5 10 15 20 FEET
POSSIBLE CAPACITY OF SHELVING SHOWN ON PLANS 37000 VOLUMES.

PLAN OF FIRST STORY.

No. 11



PLAN OF BASEMENT.

No. 12

the summer. If they are directly in the roof, the unequal temperature on the outside and inside in the winter time cracks the glass.

Open ceilings with exposed roof timbers are economical and are particularly attractive in English, Italian or Spanish buildings, but they are not feasible in hot climates where the air chamber above the ceiling is desirable.

High windows are increasingly favored in library buildings as they permit of unbroken wall shelving and consequently increase book capacity.

It is unwise to permit the architect to conceal the downspouts from the roof guttering in the building's walls. Such concealment is unnecessary, is more expensive, and makes repairs to the concealed spouts inexcusably difficult.

Switch boards both for outside and inside electric lights should not be placed within reach of mischievous fingers. The librarian's room is a good location for them. If for any reason, the electric switches cannot be protected through location, they can be manipulated by keys kept in the librarian's desk, instead of by turn screws.

Public toilet rooms in a small library building are a necessary nuisance. It is much better to place them in the basement rather than on the main floor. They should be provided with lock and key. It is best to place the men's and women's toilet rooms apart, and each should be provided with at least one outside window.

It is unnecessary and wasteful of space to provide a separate room in the ordinary library building for meetings of the library board. Board meetings can be held in the librarian's room.

Floors made of composition materials have not been entirely successful. Bare, wooden floors are cold and noisy. The best floor coverings in library buildings are cork carpet and battleship linoleum, laid over inexpensive wooden floors. The best grade of cork carpet and battleship linoleum cost about the same. Cork carpet is nearly noiseless and it wears excellently. Battleship linoleum has a denser texture than cork carpet and always retains its color which cork carpet does not. Both coverings can be tacked or glued to the floor.

The gluing is preferable but neither covering should be fastened down permanently until it has been on the floor for two weeks during which time it will stretch and settle itself to the floor.

In small library buildings, the delivery desk should not be more than a dozen feet from the library's entrance.

Where cold winters abound, it will be well to have a heat radiator in the entrance vestibule. The inner vestibule door will check cold draughts.

If stacks become necessary to house the books after the capacity of all other shelving has been exhausted, plan the cases of the stack in parallel lines, not in radial or other fanciful patterns.

If the library furniture is in the usual quartered oak and the building itself is finished in a less expensive wood such as fir or red wood, it is not wise to try to make the latter match the oak since it will not. It will be better to have a pleasing contrast between finish and furniture rather than a poor match.

The outside basement walls should be tarred from the earth line down, in order to insure dry basement walls and rooms.

Furniture

Necessary furniture and equipment for work will probably vary in cost from eight to fifteen per cent of the contract cost of the building. The lower figure will mean that book shelving, bulletin board and a few other furniture items will be built as part of the building. It is not recommended that library trustees attempt this unless the precise dimensions and designs for this furniture be supplied from an authoritative library source and worked out by experienced hands. Furniture supplied by specialists in library equipment may be more economical finally, besides being a satisfaction in itself.

Work space for the librarian is usually provided immediately back of the delivery desk. This should not be partitioned off except by double-faced floor cases. Usually these partitions have been of

standard height, but there are great advantages in having them low if the book capacity of the library's shelving will permit this. Floor cases of standard height, marking off the librarian's room, will decrease the light and fresh air in this room and will greatly interfere with the supervision of the library when the librarian is in this room.

If these double-faced floor cases are built about one foot higher than the delivery desk, they will enclose the librarian's room and will permit of complete supervision. In this room will be placed the librarian's low roll top desk, a typewriter on a noise-deadening pad, telephone for official use, work table for emergency or light book repairs, etc.

A book lift or elevator is not necessary in this room, nor is it necessary in a small library building, since experience has shown they have received little use.

In buying library furniture, trustees are reminded that this will receive harder usage in a library than in a private building. Well designed, honestly built furniture should therefore be purchased. Chairs get particularly rough treatment and wooden chairs, steel reinforced are excellent. Chairs should have two or three parallel wooden strips underneath the seat for hat rests. Otherwise hats will be strewn over reading tables.

The most expensive and important single piece of furniture will be the delivery desk or counter. Its general lines should be based somewhat on the particular space it is to occupy. The two most common designs are the straight desk and one with a straight front with two sections built at angles to this. These two sections may be at right angles to the front and therefore make a letter ⊔ shaped desk, or they may make a less enclosed desk. The side sections are intended primarily to protect the librarian at the delivery counter from a numerous and crowding public.

Many library workers prefer a straight delivery desk for the following reasons: A more or less enclosed desk makes crowded working conditions if more than one library assistant is at the desk; open drawers and trays are in the way in a more or less enclosed delivery

desk; fewer steps are demanded of assistants in their frequent going and coming from this counter if it be of the straight design, and finally the necessary book trucks are less in the way at a straight desk and can be arranged to give all necessary protection to the librarian from a crowd of book borrowers.

A delivery desk in a library with approximately ten thousand books and in the ordinary community that this sized library implies, should have the following provisions:

a. Charging case with roll curtain top and drop front to lock containing 4 removable trays for cards 5 inches high and 3 inches wide.
b. Slide pull extension shelf.
c. Two open compartments for cards 3 inches high and 5 inches wide.
d. Cash drawer to lock, coin bowls over currency trays.
e. Two drawers for supplies.
f. Two drawers with separate removable cross-wise trays for cards 5 inches high and 3 inches wide.
g. Two 2 compartment drawers for cards 3 inches high and 5 inches wide.
h. Two plain supply drawers.
i. Enclosed cupboard with one adjustable shelf.
k. Knee space, removable shelf 10 inches deep.
l. Open compartment with adjustable shelves 10 inches deep.
m. Foot rest, rubber mat covering.
n. Four 2 compartment card index drawers on slide for cards 3 inches high and 5 inches wide.
o. Open compartment 10 inches deep.
p. Slide pull extension shelf.

A low floor case immediately back of the delivery desk will be useful in holding an overflow of returned books, city directory and other books to which the assistant at the desk will constantly refer.

The card catalog case is an important piece of furniture. It should stand on legs in order to make its lower drawers accessible and each drawer should have a metal rod to run through the catalog cards for protection against their removal.

Book cases should rest on a four inch board or marble slab to protect books on the lowest shelf from mops and sweeping compound.

The legs of reading tables, catalog case and other heavy furniture should, if possible, be protected from mops by metal bands, usually brass, three or four inches broad.

The usual small bulletin board on a single support is not worth its cost. It is easy to have built a bulletin board with sunken panels about four feet long and three feet high and have cork carpet inserted in the panels on both sides. This type of bulletin board should be supported by legs three feet high and between them can be placed a trough to hold certain books which the library is advertising on the board. The trough should be tipped at an angle which will best show the titles of the books displayed.

It is important to have all furniture of successful stock design and finish for ease in replacing worn-out pieces.

The picture of the bulletin board here submitted, Plate No. 13, shows good dimensions, proper supports and the tilted book trough underneath the bulletin board proper.

Arrangement and Equipment

For a library building costing about $25,000.00 complete and furnished, the following furniture will be found necessary:

Main Floor

Delivery space—1 delivery desk, 1 clock, 1 delivery desk swivel chair, 1 double-faced bulletin board, 1 book truck, 1 card catalog case.

Librarian's room—1 low roll top desk, 1 swivel chair, 1 side chair, 1 four drawer vertical file, 1 typewriter.

Adult's reading room—4 reader's tables 3 feet by 6 feet 6 inches, 1 round table 4 feet in diameter, 1 magazine rack, 1 newspaper rack (combine these racks in very small libraries), 32 reader's chairs.

Children's reading room—4 reader's tables 3 feet by 6 feet 6 inches (tables 22 inches from floor to top are excellent for little children, and tables 2 feet 2 inches and 2 feet 5 inches high are good for older children), 1 round table 4 feet in diameter, 32 readers chairs (for little children have chairs 14 inches from floor to top edge of seat,

No. 13. Bulletin Board on Two Legs and with Book Trough

this height to include rubber tips. Seat should be 11¼ inches deep, 12½ inches broad; back, 12 inches high from seat to top edge. For older children have chair 16 inches from floor to top edge of seat, this height to include rubber tips. Seat should be 13½ inches deep, 14½ inches broad; back 14½ inches high from seat to top edge. Slats in all chair backs should be vertical, not horizontal), 1 magazine rack.

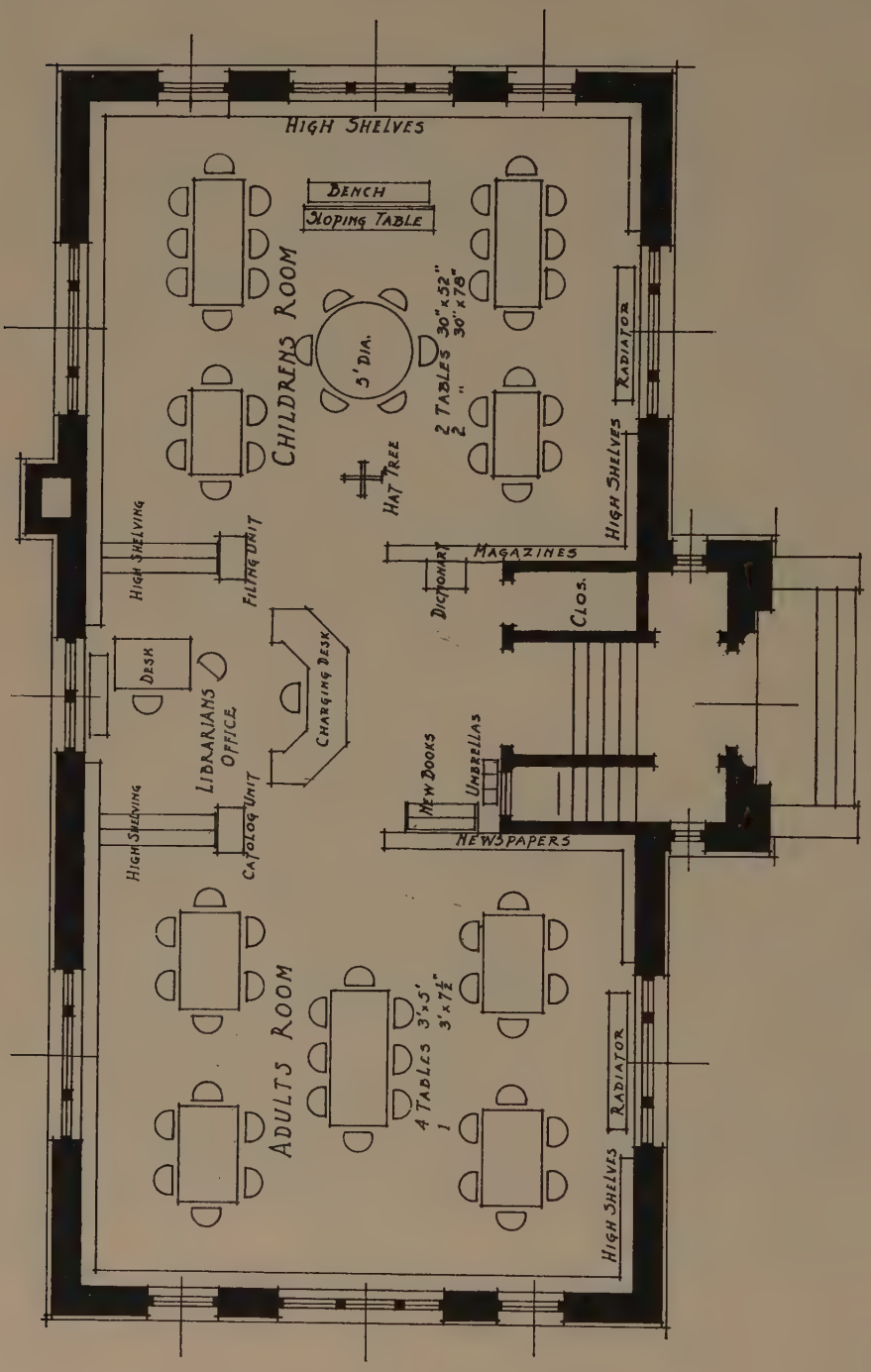
Basement Floor

Assembly room—125 folding chairs in groups of two and three, 1 platform table 2 feet by 3 feet, 1 platform chair.

General Utility Room

In many library buildings a small room is provided in the basement for general purposes including story hours. Inexpensive wall shelving will accommodate unbound magazines and duplicate books in this room. For story hours, have 25 bent-wood, cane seated chairs, children's size.

The wisest arrangement of furniture in a library building is a difficult problem to the inexperienced, and the floor plan here submitted shows an excellent selection and disposition of furniture in a building whose cost probably would not need to exceed $20,000 in any section of the country. This plan was made by a firm with long experience in the manufacture of library furniture. Probably the only unnecessary pieces of furniture shown are the umbrella stand and hat trees. Wet umbrellas are inconvenient in library rooms but not many readers will risk losing their umbrellas by placing them in an unattended stand. Hat trees accommodate too few hats and overcoats to be very useful and they always are in the way. Hats had better be placed on the supports suggested under the chair seats. Many library workers would prefer another location for the dictionary stand from that shown in the floor plan.



No. 14. Plan of Small Library with Its Furniture

Miscellaneous Small Supplies

In addition to the necessary furniture which all libraries should have, many small supplies will be necessary for work. Herewith is suggested a list of such supplies which will be needed in a typical smaller public library:

2 ink pads for regular charging
1 ink pad of a different color for charging teachers' books
1 set wooden spacers for charging desk
1 set mending supplies
"Request for purchase" slips
Borrowers' cards
Book cards
Fine postals. 1st and 2nd notices
Reserve postals
Reserve slips
Book pockets
Book labels
Notice number cards
Change of address slips
Manila slips
Letter heads and envelopes
Carbon paper
1 large blotter pad
1 small blotter pad
12 large blotters
12 small blotters
12 large manila envelopes for circulating pictures
1 blank book for fines account
1 bottle library paste for desk
1 sponge cup and sponge
1 box pens
3 half-cork penholders, 2 black handle, 1 red
1 box water color paints and brush
1 set Tablet and Ticket Co., letters
1 ruler
1 box art gum
1 box rubber bands
1 box ring clips
1 box gem clips
1 rubber eraser
1 dozen hard pencils
1 dozen medium pencils
3 ink wells
2 desk pad calendars
2 small sheet calendars for charging desk
1 box thumb tacks
1 box small brass tacks
1 knife eraser
1 penknife
1 pair shears
200 book supports
3 daters and rubber type
2 filing trays
1 box buff guides in thirds
30 sets blue charging tray guides, celluloid tips.
1 spool coarse white linen thread
1 paper large needles
1 quart black ink
1 pint red ink
1 bottle India ink
2 dozen pamphlet binders 7x10
2 dozen pamphlet binders 8x12
2 dozen multi-binders
Binders for magazines by measurements with names of magazines (Number and sizes dependent upon list of magazines in each instance)
Cheese cloth
Glue
1 chamois skin
1 large sponge
Furniture polish

Hardware Supplies

1 Yankee drill
1 sheet celluloid
1 bottle white shellac and brush
1 glue-pot and flexible glue
1 glue brush
2 paste brushes

Paper Store Supplies

1 dozen sheets bulletin paper (assorted colors)
1 dozen sheets mounting paper cut 9x11 —grey and brown

Staff Room Supplies

1 dozen towels
1 dozen cakes soap
1 mirror
1 comb
1 brush
1 brush broom
4 candle sticks and candles (to be used if lights go out)
1 couch
1 clock
1 tea-kettle
1 electric hot plate

Some of these supplies named are perishable and others permanent but it is understood that the list is intended to include suggestions for first equipment.

Basement

In many buildings scant attention has been given to the basement's planning but attention is necessary in a library building since its basement will be much used. A library's basement, even in a small building, will likely contain a lecture room, staff room, boiler and fuel room, janitor's supply closet and a public toilet room. Careless planning frequently has resulted in wastefulness, and space that should have been devoted to accommodating a larger number of persons in the lecture room has gone to halls and corridors.

The lecture room will be used not only for meetings in which the library will have a part, but it will also be in demand for public meetings in general and it should be as large as the basement space can allow. It should have a level floor and its platform should not be built in, but should be movable.

Provision should be made for the use of a moving picture machine in the lecture room. A plug for electrical connection may be all that is necessary for this, although in some cities a fireproof booth to enclose the machine will be required by ordinance. Instead of de-

pending on a curtain for moving picture use, a white or light colored square painted on the wall opposite the machine will better serve the purpose.

Ordinarily the basement floor will not be over four or five feet below the grade level and in all but the smallest library buildings, it will be advisable to have three entrances to the basement—a main in-door stairway, an outside entrance and stairway primarily for use of the lecture room, and a separate outside entrance to the boiler room.

A necessary provision for the bottom landings of outside stairways as well as for the area-ways under basement windows, will be sewer or some drain pipe connection with these spaces. Otherwise a heavy rain will cause an overflow under outside doors and under basement windows.

A few buildings have the main entrance steps to the library at right angles to the building itself. Occasionally when the building settles, these steps are tilted toward the foundation walls and heavy rains are conducted to the basement walls with resultant dampness. Such steps and entrance platform should be tilted outward slightly. Basement floors are usually of cement. Its unpleasant color can be improved when the cement is laid, by giving it a thin coating of red cement. Good cement paints are on the market but the heavy use on a library basement floor soon wears through the paint.

Special consideration should be given the staff room. This is usually located in the basement in small library buildings, since a small building cannot provide for this room on the main floor. Then too, a main floor location is sometimes undesirable since food will have to be heated in this room.

The staff room should have ample window space with a sunny exposure. It should contain a couch or lounge, coat closet, private toilet, table and chairs and a built-in cabinet. This can be made by swinging doors which enclose a sink with hot and cold water, space for an electric plate and a small cupboard for food and simple dining accessories.

The janitor's closet should be sufficiently ample to hold his supplies—brooms, mops, pails, etc., and should have a sink with running water.

Public toilet rooms in a small library building are always a nuisance and at times they are unnecessary. They will have to be placed in larger buildings and in buildings which are located in business districts. It does seem that public toilet rooms can be dispensed with in small village library buildings.

In larger buildings where men's and women's toilet rooms are necessary, they should not adjoin or be opposite on the same corridor but they should be separated and each should have an outside window. Toilet room doors in small library buildings should be provided with lock and key.

In small library buildings one man will serve as janitor and fireman. The boiler room and supply closet should have for his use: 1 16-inch monkey wrench, 1 18-inch trimo wrench, 1 14-inch trimo wrench, 1 claw hammer, 1 machinist hammer, 1 cold chisel, 1 hatchet, 1 pair combination pliers, 1 26-inch cross cut saw, 1 screw driver, 1 putty knife, 1 lawn mower and catcher, 1 rake and grass snips, garden hose, hose reel and sprinkler, brooms, floor brush, nails and tacks, dustless dusters, twine, pails, waste paper baskets, mop, dust pan, window brush and cleaner and step-ladder with extension.

A general utility room in the basement was referred to in remarks on "Arrangement and Equipment." If space can be devised in the basement such a room will prove most useful. It can be supplied with inexpensive wall shelving and will care for duplicate books and magazines. It can also serve as the library's workroom.

Any good carpenter can build a substantial wall cabinet which will contain drawers and compartments for paste, mending materials, etc. The compartments should be covered with a door, hinged at the bottom, which can be let down for work purposes. Not only will such a cabinet save floor space, but it will protect paste jars from flies and make a more presentable room than one in which mending

material is spread over a flat-topped table. Additional work tables can be hinged to side walls and let down when not in use. This room should be piped with gas, and a gas burner supplied for glue-pots, etc. The workroom should be supplied with running water.

Story hours for children can be held in this room since the children's room on the main floor is not adapted for this purpose. The large empty spaces in the lecture room are not conducive to successful story telling, as a limited number of children best compose a story hour audience.

The foundation walls of the basement should be painted on the outside as they are being built, with a heavy coating of tar to decrease dampness in the basement rooms.

Windows and Lighting

Abundant natural light is fundamental in all successful library buildings. This depends naturally on a sufficient number, adequate size and proper location of the windows. They are not only necessary for reading and work, but usually the small library's ventilation depends exclusively on them. They should not only flood the reading tables with light, but they should make the titles of books on wall and floor cases easily legible in the daytime without the use of artificial light.

Of late years the practice of placing the windows above the wall cases has grown in favor. This allows of unbroken wall shelves and high windows have other advantages over low ones. The main objection to these high windows seems to be that of architectural impression. Many library buildings have high windows in three walls and low windows in the front wall. However, a skillful architect usually can place high windows in the library building's four walls without sacrificing the appearance of the building.

Windows with small panes of glass are charming in buildings of certain types as the English cottage and Colonial. The more divisions there are in the windows, however, the less will be the flow of light and the more difficult it will be to clean the windows.

Usually it is preferable to have library windows swing on a pivot, swing down from the top or to have them open casement style, rather than to slide perpendicularly. Only half of the window space can ever be opened in the latter style, and fresh air is a necessity in a library building. High windows with chain attachment, hinged at the bottom and fastened at the top, swing down when opened. They have advantages in being beyond tampering hands and decrease draughts on those sitting beneath them.

Windows which swing on a center pivot have the disadvantage of requiring specially built-out screens. As with casement windows also, curtains to them have to be attached to the window frames instead of to the wall frames.

Casement windows are well suited to library needs and they should swing in, not out, in order to make the use of ordinary screens possible and to protect the window curtains. On swinging windows, the light in a reading room can be better regulated, if the curtains roll from the bottom rather than from the top of the window.

Swinging windows should have a metal rod attachment to them in order to control their use and to fasten them open at any desired place.

The old objection to casement windows in regard to rain beating in, has about disappeared with the present style of making and placing them. There may be valid objections to using them in severely cold climates since they do not fit as tightly as the sliding windows. This objection will be greatly decreased by the use of metal weather stripping on the window frames.

Unless the lumber used has been thoroughly seasoned, it sometimes happens that the window frames shrink from the walls and so admit cold air. This can be remedied by the use of a soft filler which hardens with exposure.

Memorial windows in the ordinary library building are to be avoided if possible. If one becomes necessary, trustees are urged to beware of the pictorial window with large slabs of glass which give

the impression of an Easter card. Small bits of glass with much lead work are necessary for good effect and the motif in the design should be literary, not ecclesiastical.

Walls

The usual methods of treating library walls have been to leave them with a rough sand finish, to tint them with one of the various forms of water colors, or to paint them with lead and oil.

Walls with the rough sand finish are pleasing both as to color and texture. Should the local sand used be dark in color, however, the walls will appear dingy and lack reflecting power. The main objection to walls with a rough sand finish is the difficulty in cleaning them and they are dirt catchers.

Library walls tinted with water color can be had at little expense and the finish is soft and pleasing. Their main objection is lack of permanency, as a splash of water will stain them and the first coat of color will have to be washed off before a successful second coating can be applied. Dry cleaning soiled walls tinted with water colors will likely leave them streaked.

Of the usual ways of treating library walls, the application of at least two coats of good lead and oil paint is excellent, although three coats of paint are better.

The highly glossed finish from oil paint can be toned down by the use of turpentine. Also oil paint with a flat finish is on sale everywhere. It comes in a variety of good colors and these can be mixed to meet special needs. Its flatness is so flat, however, that the finish is dead and too opaque to please discriminating eyes.

Probably the best finish of all for ordinary needs is obtained by having two carefully selected colors put on with lead and oil, then have them blended without making them appear spotty, and then obtain a soft finish by stippling the fresh paint.

Oil painted walls are best cleaned by dissolving in hot water thin shavings of a good soap which is not caustic, and sponging off the soaped surface with clear water.

In spite of attention, small spaces on walls and projections in the library's reading rooms become grimy from dirty hands. It will give protection to these exposed surfaces, if after they are cleaned, they are given two coats of wax, both polished. Any good furniture or floor wax can be used, but one that gives a transparent finish without darkening the under-lying color with repeated applications, is the best.

Borders and other stenciled designs on library walls are to be used with great discretion. They are successful only in skillful hands as otherwise they will likely prove crude in design and color. Good structural lines in library rooms seldom call for any stenciling, as these lines break the wall and ceiling spaces sufficiently.

Strong, heavy colors should never be used on large surfaces in any building and they are particularly objectionable in a library. Colors with good reflecting powers should always be selected for library purposes.

Names of famous authors and quotations about books or reading should be kept from library walls. They are usually of stock selection and will soon prove the assertion regarding familiarity breeding contempt.

Heating and Plumbing

The proper heating of library buildings requires special attention. In the past, small library buildings have used hot air, steam or water systems for heating. The hot air system has generally been discarded in newer buildings as inadequate and dirty. As between the merits of steam and hot water systems for library buildings, the steam heating plant has pronounced advantages.

In the first place, hot water will require excess radiation in as large an interior as a library has, and the placing of radiators in a library presents serious difficulties. A steam heating system requires less radiation than does hot water, and it heats a building more quickly than will hot water, since steam pipes are much hotter than water pipes. A steam heating plant is simple to operate and experi-

ence will soon show a janitor how to keep any library building warm with steam heat at an economical expenditure for fuel, by the proper setting of draughts.

Whatever the heating system may be, it is important that the library select a coal whose thermal units are known through scientific testing. No heating system, however excellent it may be will be successful if the fuel used is lifeless. It will be well for librarians to submit the names of the varieties of coal sold in the local market, to the engineering department at the state university or to some other expert opinion for a report on their heating values.

Pipes from the boiler to the radiators should be covered by some non-heat conducting material in order to conserve the heat in the pipes. The radiator pipes should never be covered even with ordinary paint as this decreases their power of radiation. If the radiators are exposed to view, they may be made less conspicuous by bronzing or silvering them lightly to match their background.

Since the windows and outside doors in a library building have to be opened so continuously, the heating system should allow at least one square foot of radiation to every sixty cubic feet of space in the library.

One of the most frequent causes of chilly buildings comes from the return pipes being too small. These should be sufficiently large in diameter to permit without stoppage of the full return to the boiler of all condensation in the pipes. Otherwise, a vacuum system will have to be provided in order to draw this condensation back to the boiler.

Since the library needs every possible foot of wall space for its book shelves, heat radiators should be placed so as not to sacrifice any of this space unnecessarily.

Some of the newer small library buildings have concealed the heat radiators underneath reading benches, window seats and back of wall cases. They are usually screened from view by metal or wooden grills. These grills should always be on hinges so the radiators can be reached for adjustment or repair.

If the radiators are placed back of the wall cases, ducts slightly longer than the radiators are sunk in the walls and are five or six inches deep. The back of the wall cases makes the fourth wall for the sunken duct, and the back of the case over the duct can be covered with asbestos sheets or some other non-heat-conducting material. These ducts will not only permit of unbroken wall space for books, but they distribute the heat where it is needed—at the base of the windows whether they be high or low. The tops of the ducts should be protected by covering them with metal grills of one inch mesh.

The illustration here given shows a cross section of a steam radiator placed under a projecting reading ledge of a wall case with the duct in the wall back of the case and with the heat being distributed at the base of a high window. The wooden grill, on hinges, which conceals the low radiator, is shown at the air intake.

This method of economizing in wall space by conducting the heat through ducts and distributing it at the top of wall cases or at window sills has been in successful use in a few library buildings for several years. There seems to be no reason why this method of heat distribution would not be entirely ample even in buildings where winters are most severe, but the writer does not know of this method having been tried in the northernmost tier of states.

In one library building in a northwestern city, the heat is conducted through ducts and is distributed at the ceiling. In this particular building, the heat is sometimes insufficient, but it would seem that the difficulty results entirely in the distribution point being too high. Library basements and other rooms which are heated by steam radiators suspended from the ceiling frequently are underheated from this same cause.

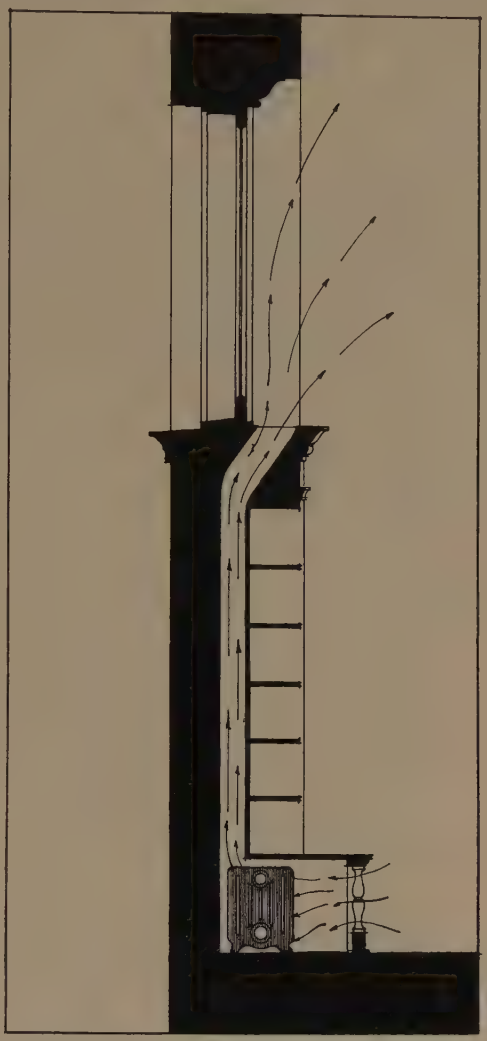
Plate 16 shows the economy in space and the appearance of a radiator placed under a window seat in a library. The wooden grill in front is on hinges so the radiators can be reached easily if necessary. The heat duct is nearly as wide as the window seat itself, and the heat is distributed at the top of the seat where the library

assistant's arm is resting. The long, narrow top of the heat duct is protected with an inch mesh metal grill.

Heating, water, drain, or any other pipes in a library should not be concealed in cement floors, walls or ceilings where they cannot be made readily accessible for repairs or replacement.

The boiler should always be connected with the sewer drain pipe so it can be blown out for cleaning. With such a connection, the boiler can be cleaned in half a day. Without it, this will likely require two or three days.

A stop valve should always be provided in the water line, so the water can be shut off from the boiler room without having to turn off the water from the entire building.



No. 15. Diagram Showing Radiator Under Reading Ledge and Heat Duct Back of Wall Case

Shelving

A safe rule regarding book shelving in small libraries is—have no book stacks until the shelving capacity of all wall and floor cases has been exhausted; and have no floor cases, except to divide floor spaces, until the capacity of all wall shelving has been exhausted.

Another good rule is—have no steel nor other metal shelving until it is necessary to have the book stacks two or more stories high.

No. 16. Radiator Placed Under Window Seat in Library

Wooden shelving is less expensive than metal, it is more beautiful and it is more comfortable to work with in cold weather. It will be well to have all shelving, furniture and trim in the library of the same wood and finish.

Library reading rooms are very attractive and capacious when the wall shelving extends in a uniform height about the rooms. Wall cases in the children's reading room should be uniform in height with cases in the adults' room. In the children's room, the two top shelves should be covered with a panel hinged at the top and caught at the bottom. These panels made of oak frames with an insert of cork carpet, make excellent display and bulletin boards. These panels can cover the top space of one or two sections—a section being the shelving between two supporting uprights. The two shelves covered by the hinged panels provide good space for reserved books, duplicate copies of books, the less used bound volumes of magazines, etc.

An excellent design for wall cases is one with a baseboard four inches high, seven shelves high, the supporting uprights one and one-half inches thick, and a cornice three or four inches high. The shelves are three-fourths inches thick and are eight or nine inches deep. The uprights should not be over three feet apart, or the weight of books on the shelves will likely make them sag. All shelves should be adjustable and the pinholes should be about one inch apart. For over-sized books, a few cases with shelves twelve or more inches deep and high will be sufficient in the ordinary small library.

The standard case seven shelves high was generally adopted when libraries had more men attendants than at present. The seventh shelf is rather high for young women attendants and readers of less than medium height, to reach. It has been suggested, in order to increase a library's book capacity, that an eighth shelf be added and that a projecting ledge one foot from the floor and about one foot deep be built as part of the wall case. This ledge, which can be used as a reading seat as well as a stepping-stone to books on the upper

shelves, is shown in the illustration of a wall case under the heading "Heating and Plumbing."

In order to give added stability to wall cases, it is usual to back them with wood. This back will decrease the dust on the shelves and will prevent slender books from being pushed back and dropping behind the book shelves. The back should be of inexpensive, soft wood. The shelves themselves should be of soft wood, fir for example, and faced with oak or with the same wood as in the cases. Shelves of soft wood will decrease the danger of warping. If the wall cases are not backed, the plaster walls back of the cases should be painted the same color as the cases.

It sometimes happens that wall cases built against damp, outside walls, warp. This danger will be decreased if the walls be painted before the cases are set against them, or if thick paper be placed between the back of the cases and the plaster wall.

Above all things, it is important that ample book capacity for future growth be provided for in the book cases. It is suggested that the remarks on "Capacity" be read in connection with these on "Shelving."

PLANS

PLANS

THE plans selected are of library buildings in different sections of the country. They vary in type but show little difference in the fundamental principles involved for successful library work.

It is regrettable that the buildings and plans selected for exhibit do not represent the various sections of the country more fully. The failure to do so results from the compiler's lack of recent acquaintance in certain sections, and the difficulty of securing photographs of newly erected buildings, typical of their location.

The basis for this selection is not an architectural one, although a few of the buildings shown have claims to this distinction. Most of them represent careful planning for economical and successful library work, while a few plans have been included, which show features in arrangement that are unusual and which sometimes have been the basis for much discussion among library workers and library trustees.

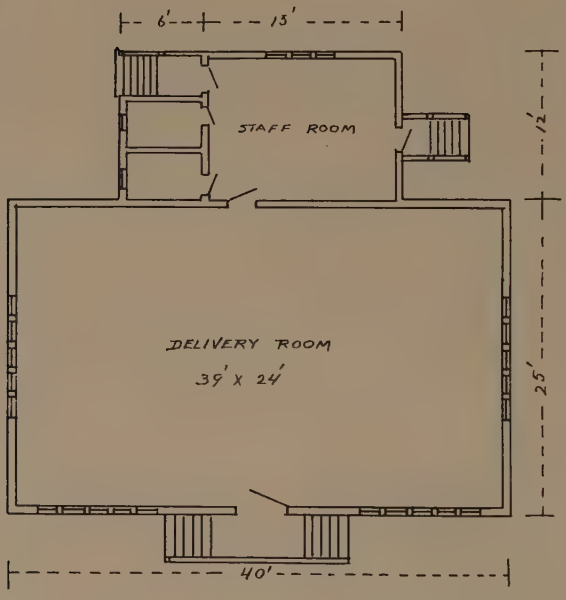
Many of the best, more recently erected library buildings serve as branch libraries in city library systems. Work in a branch library differs little from that done in a small city or village library and the branch library buildings shown would serve excellently in smaller cities.

Since branch libraries usually are not reference or collecting libraries, however, and depend partly on the main library for their books which are loaned them, their shelving capacity might have to be increased at times, to meet the needs of a library building serving an equal number of people in a small city.

The lengthier descriptive text, devoted to a few of the buildings shown, results from the fuller information submitted regarding them, and the compiler's personal acquaintance with a few of the library buildings presented.

Hearty thanks are due those who gave generous assistance by supplying photographs, floor plans and building data.

No. 17. Portland, Oregon—University Park Branch Library



UNIVERSITY PARK BRANCH PORTLAND OREGON
BUILT IN 1922 COST 3300.00

No. 18

PORTLAND, OREGON
UNIVERSITY PARK BRANCH LIBRARY

NOT many cities have had the gratifying experience of having library buildings erected through popular subscription and then of having them presented to the library itself. Money for one $20,000.00 building was raised in Portland by popular subscription during the winter of 1923–24, and this small University Park branch library was built by popular subscription in 1922.

This branch library building, popularly known as the "bungalow" type, was constructed with shingle covered walls and roof and with a white trim. It cost $3,300.00 when it was built in 1922, and while of exceedingly small cost for such a building, its main reading floor space has an area of 39 by 24 feet or nearly 1,000 square feet.

Back of the reading room is a staff room, 15 by 12 feet in size, with two small rooms for a kitchenette and toilet facilities.

This building with its hospitable entrance and attractive setting is not unlike many small dwellings in the community, except for the ample window spaces in the front and the side walls. The long walls between the reading room and the staff room permit of unbroken space for book shelves.

While this building was erected through popular subscription the library is buying it from the donors, by paying a monthly rental to the community, which will repay the building's cost in five years.

No. 19. Portland, Oregon—Belmont-Hawthorne Branch Library

FIRST FLOOR PLAN

No. 20

PORTLAND, OREGON
BELMONT-HAWTHORNE BRANCH LIBRARY

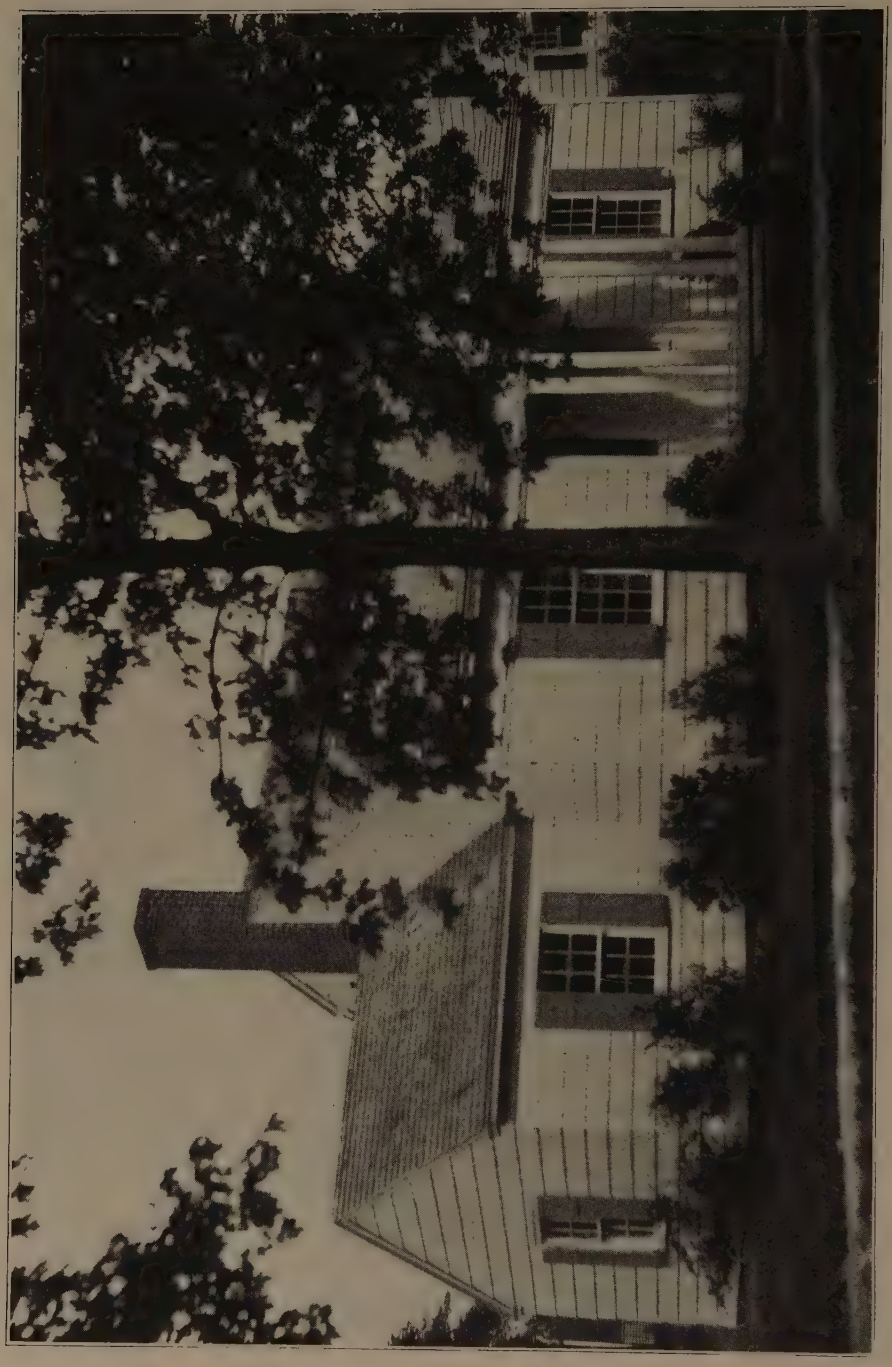
Architect, Jamison Parker, Portland, Ore.

THIS lovely small building is a gift to the Portland public library by citizens in one community. Unlike the University Park building in the same city, the Belmont-Hawthorne building is donated outright and so will not be purchased through monthly rentals. Since this building was being erected during the winter of 1923, photographs of its exterior and interior could not be secured and the cut used is from the architect's drawing.

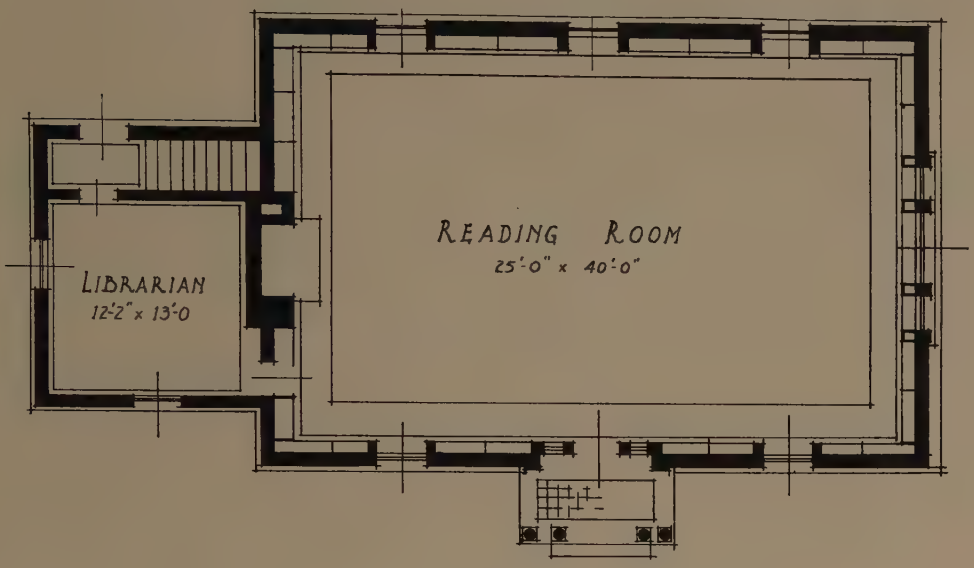
It is of the Colonial style with cupola, small rounded windows in the attic which break the monotony of the roof surfaces, windows, entrance porch and paneled door, all of Colonial design. Palladian windows in the two end walls add to the building's impression, within and without. The walls are of red brick and the upper half of the gable ends are of white cement. The building's total cost was $9,150.00 of which $7,650.00 was for the building and $1,500.00 was spent for furniture and fixtures. On the roof, every fourth course of shingles has been doubled to relieve this flat surface and to accentuate the long, horizontal lines of the building itself.

The building proper measures 60 by 32 feet, but from the rear wall at one end, a wing 18 by 18 feet has been built to accommodate the librarian's room and other facilities. Should the main part of the building need enlarging, the rear wall of the librarian's room could be extended along the entire rear and give additional space measuring 42 by 18 feet, or 756 additional square feet for library purposes.

The main building space is one open interior, with abundant natural light and fine wall space for shelving. It is separated from the librarian's room by a glass partition. Besides the librarian's room, the wing in the rear contains a kitchenette, toilet room, vestibule to the basement stairs, and also the stairs. The entire space under the building has been excavated.



No. 21. Bellport (L. I.), New York—Memorial Library



FIRST FLOOR PLAN

No. 22

BELLPORT, N. Y.—MEMORIAL LIBRARY

Architect, Aymar Embury II, New York City.

THIS beautiful little building of exquisite proportions and Colonial design was erected in Bellport, Long Island, in 1923. It was constructed of frame in keeping with the material and character of the interesting old houses about it. The building is a typical white frame one with green shutters and a shingle roof, and the interior consists of one large reading room for the public, and a librarian's room in the adjoining wing.

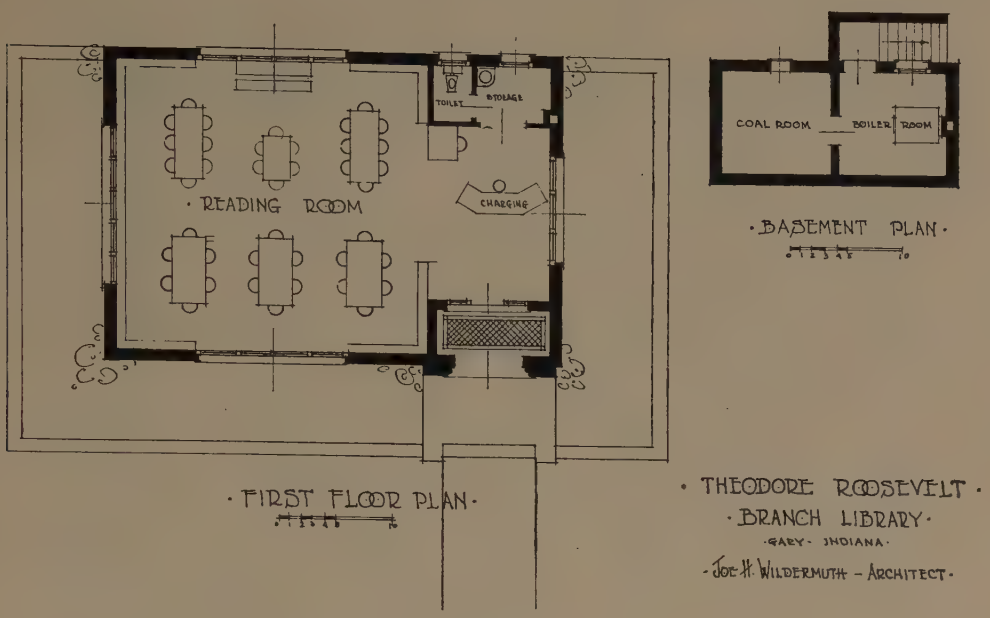
The main room has an area of 40 by 25 feet, inside measurement, and book shelving extends around the four walls. The book cases are built into the walls, forming part of the architectural treatment of the interior, as was done in the Park Hill branch of the Denver public library. An open fire-place adds to the attractiveness and comfort in this room.

The librarian's room in the adjoining wing has 13 feet by 12 feet 2 inches of floor space, inside measurement, and from this

room descend the stairs to the small cellar where the heating plant is located.

The cost of this building exclusive of its furniture and equipment was $8,000.00 and probably it could be duplicated for this amount or a little less in any part of the country.

The location of this library building called for a frame structure, which is admirably adapted to the architectural needs of this style of building, but probably most library boards would prefer some other material which would require less expense in painting in order to keep the building at its best. The population of Bellport was 814 at the last census.



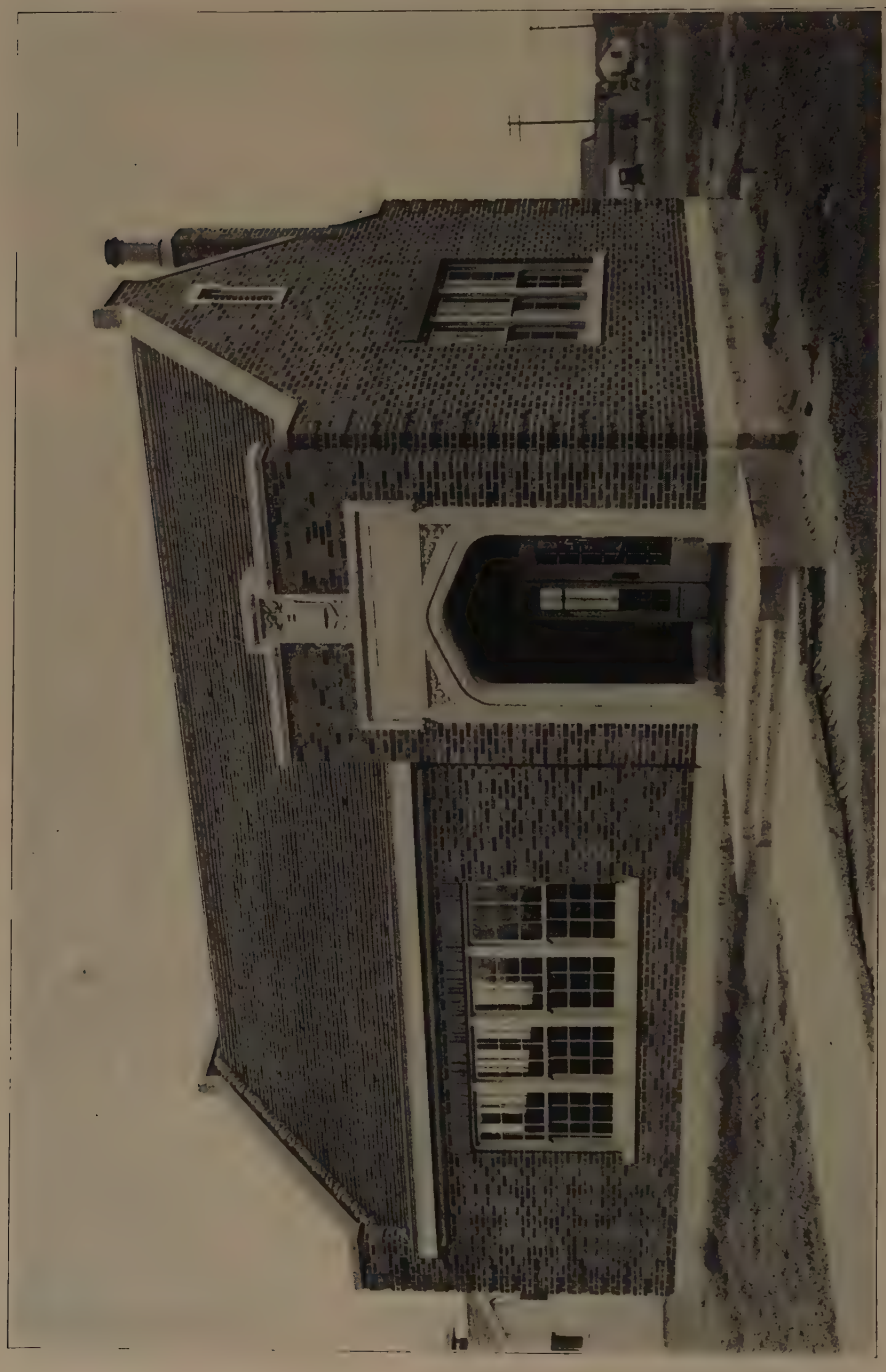
No. 23

GARY, INDIANA
THEODORE ROOSEVELT BRANCH LIBRARY

Architect, J. H. Wildermuth, Gary, Ind.

THE Roosevelt branch library in the Gary system was completed and opened for use early in 1923. It is submitted for consideration not only because of its several interesting features in arrangement, but as showing the success in obtaining an inexpensive brick building at a time when building materials and labor had returned to war time prices. The building cost $8,375.00 and its equipment, $2,100.00. It is 40 by 27½ feet in area.

The photograph of this building reproduced here was taken before any planting was done, but it shows a compact, individual small library of English antecedents. It was built of a mat-faced tapestry brick, with Bedford stone trim and a shingle roof. If additional space be needed in this building later, it is planned to build a wing to the right of the entrance which would place this in the center of the enlarged building.



No. 24. Gary, Indiana—Theodore Roosevelt Branch Library

No. 25. Gary, Indiana—Interior of Theodore Roosevelt Branch Library

The ease with which this building, and in fact all buildings of this flexible type, can be enlarged is one of the advantages in selecting the English type of design for library purposes. In the usual rectangular building, if a wing cannot be built directly back of the rear wall, enlargement may mean a distorted looking structure or changes that approach in expense a new one.

The interior of the Roosevelt building is one large room, since the space back of the desk is an alcove for supplies and storage. There is no door to this space which, the librarian states, is a disadvantage, as it is hard to keep this alcove presentable in appearance.

Since the librarian's and the delivery desks are directly opposite the entrance door, it would seem advisable to decrease cold and draughts by placing an outside door to the vestibule and making this an enclosed space.

The interior is excellently lighted by means of ample window space and it is provided with semi-indirect artificial lighting.

The basement has not been excavated except under one corner of the building where the boiler and fuel rooms are placed.

SHARON, MASSACHUSETTS—PUBLIC LIBRARY

Architect, C. Howard Walker, Boston, Mass.

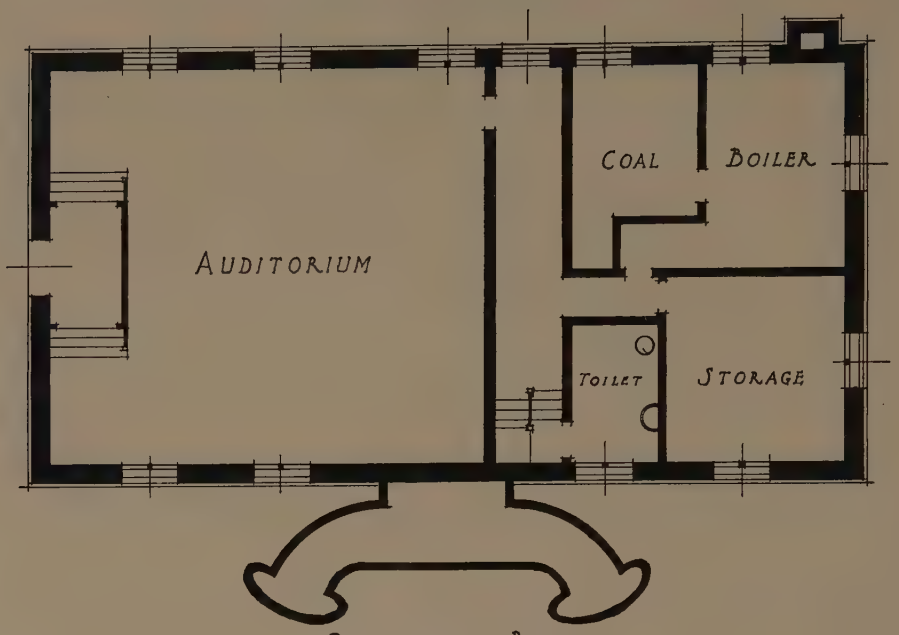
THIS charming building was erected in 1914 at the low contract price of $9,740.00, exclusive of the excavation work which cost $260.00 and of the cork carpet floor covering. The outside measurements of the building are 59 by 30 feet with a 15-foot ceiling on the main floor and a 10-foot ceiling in the basement. It secures a well-planned, convenient interior enclosed by an attractive exterior in keeping with the community's best architectural traditions.

The library building is in the center of the town of Sharon, and is on a lot with a pronounced slope to the rear, which allowed of a basement auditorium without elevating unduly the front of the building. The building is constructed of carefully selected brick and bond; windows, cornice and other details in Colonial design. The attractive Colonial entrance, with double flights of steps and simple wrought iron railings, gives an air of spacious refinement.

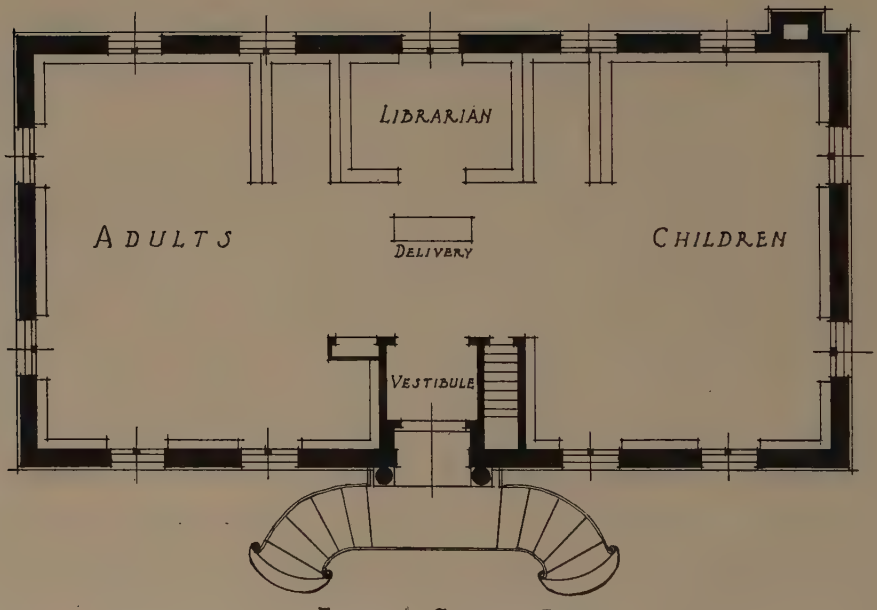
Since one librarian is in charge, the library's main floor consists of one open room with wall and floor cases, and space back of the delivery desk enclosed by floor cases. Cold and rainy weather called for an entrance vestibule which was secured with the smallest encroachment on the main floor area.

The basement contains an auditorium with a seating capacity for one hundred persons and has a separate entrance and vestibule. Boiler, storage, coal and toilet rooms are also in the basement.

Two features in this building which might cause some questioning among library people, but which may be entirely successful in Sharon, are indirect lighting and the flat roof. In many library buildings, indirect lighting has required an excessive use of electricity and has also been inadequate for readers with weakened or defective eye-sight. Flat roofs covered with composition materials have not always proven as water-tight as have gabled roofs with a steeper pitch. Sharon's population was 2467 according to the last census.



BASEMENT PLAN



FIRST FLOOR PLAN

No. 26

No. 27. Sharon, Massachusetts—Public Library

No. 28. Sharon, Massachusetts—Interior of Public Library

FRANKLIN, NEBRASKA—PUBLIC LIBRARY

Architects, John and Alan McDonald, Omaha, Neb.

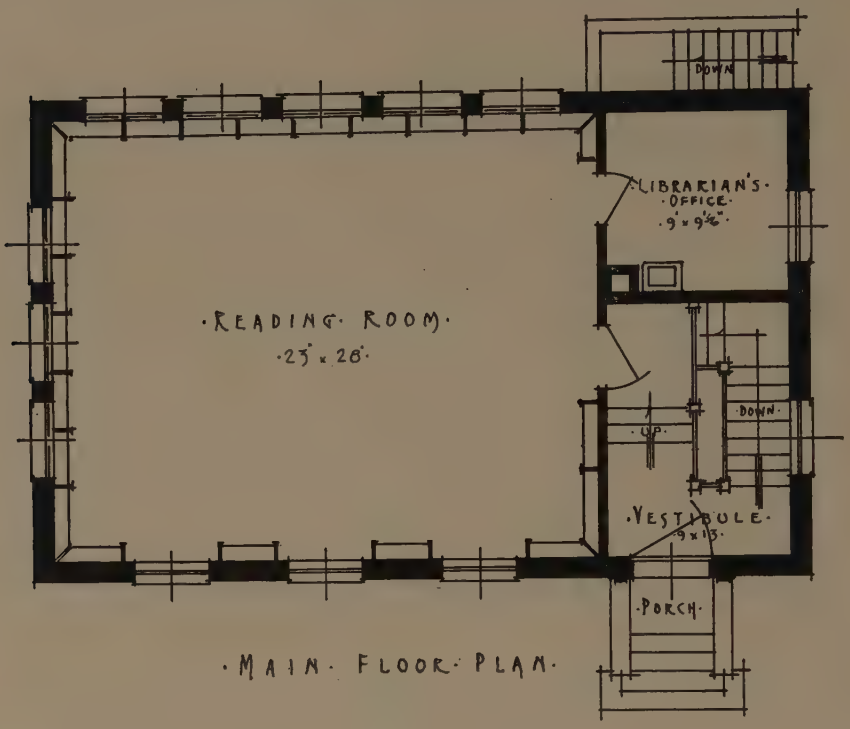
A BRICK building, 40 by 25 feet in area, with a shingle roof and a stone door frame of Colonial design, was secured by Franklin at a cost, exclusive of the heating apparatus, of $4,500.00 eight years ago.

The 25,000 cubic feet of space were secured at the low cost of 18 cents a foot. This is no small achievement, and while to the writer's eye, the building would be better proportioned if its basement walls were lower, this could not be done without sacrificing the necessary overhead room in the basement. If the building lot in Franklin had been on a pronounced slope to the rear, as was the case in Sharon, Mass., this space would have been secured without elevating the front of the building.

The plain front wall has been relieved by sinking panels under the windows, by arching their tops and by the moulding on the under cornice.

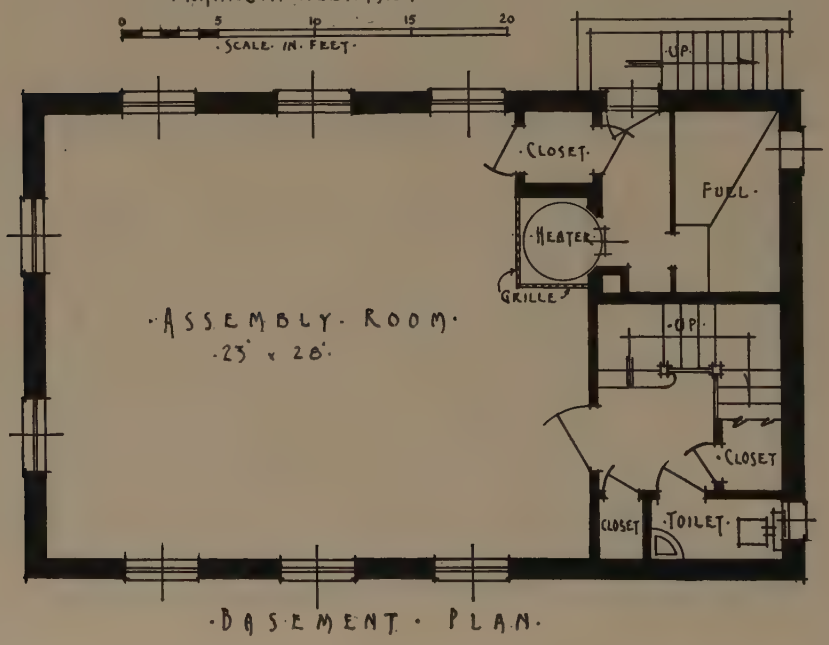
From the entrance vestibule stairs descend to the basement, and two ascending steps bring one to the reading room on the main floor, 28 by 23 feet in area. The librarian's room, 9 feet 6 inches by 9 feet in area, is in the right hand corner of the main floor, and the windows are high on three walls, which allows of unbroken book shelves except along the front wall. Parallel floor cases at right angles to one wall increase the book capacity. The photograph of this interior shows that the ends of these floor cases serve as bulletin boards. This is a common practice, but the ends of the cases would serve better for this purpose if cork carpet were inserted in the paneled ends.

The semi-indirect lighting fixtures are placed directly against the ceiling. It is better to have such fixtures suspended from the ceiling on chains, so they may be lowered, if necessary, to illuminate more effectively reading tables and book shelves underneath them.



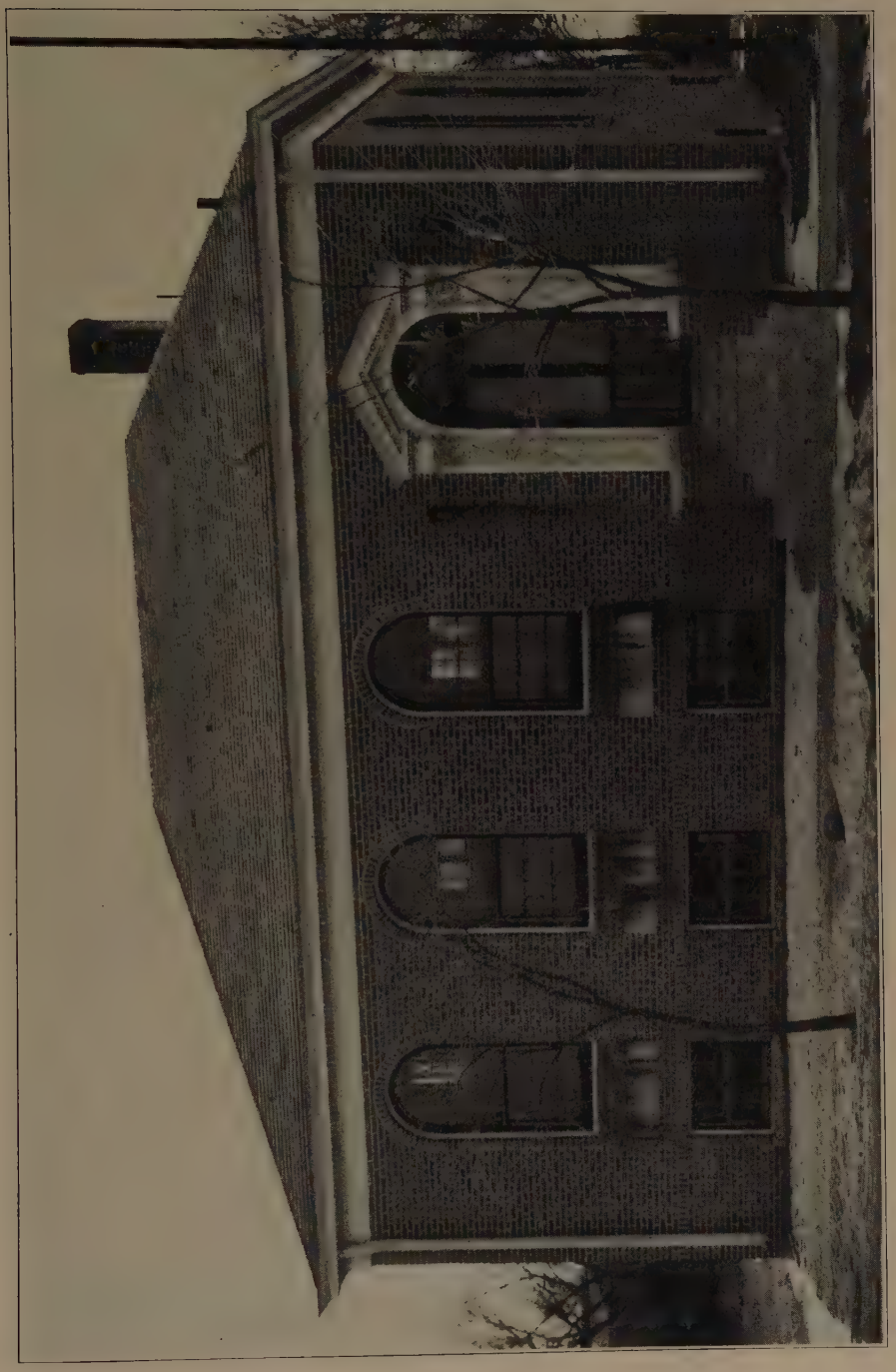
MAIN FLOOR PLAN.

FRANKLIN PUBLIC LIBRARY.
FRANKLIN NEBRASKA.



BASEMENT PLAN.

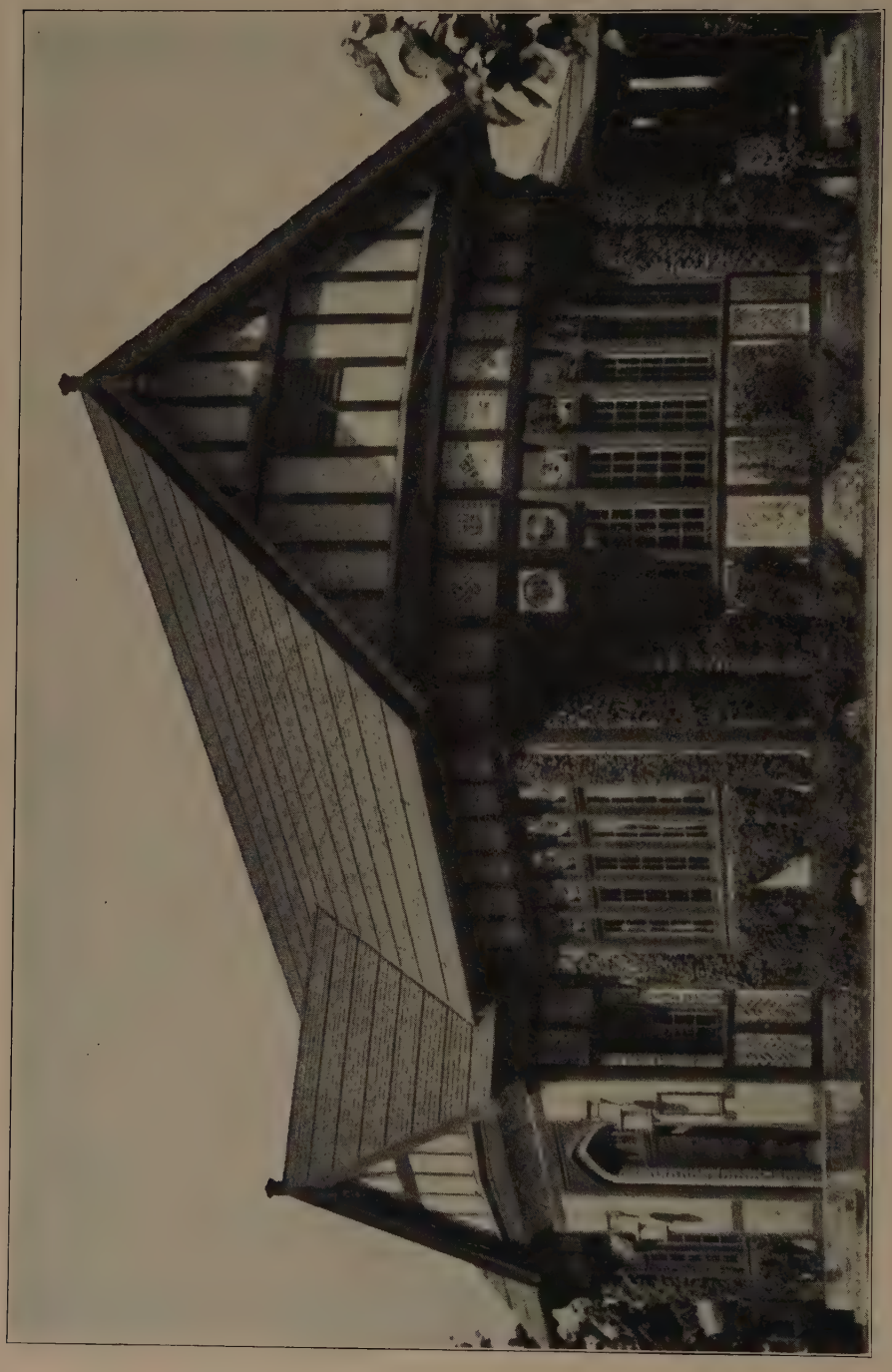
No. 29



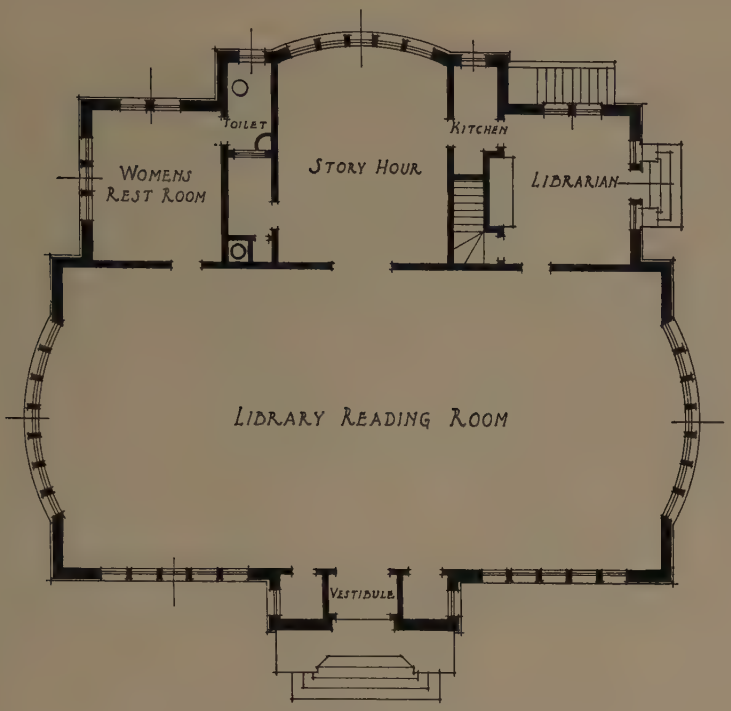
No. 30. Franklin, Nebraska—Public Library

No. 31. Franklin, Nebraska—Interior of Public Library

Considering the size of the building, the floor area in the auditorium of 28 by 23 feet is large. Three closets, toilet, heater and fuel rooms occupy the remaining basement space. Attention is called to the grill around the heater, through which the auditorium evidently is heated. Franklin has a population of 1,055.



No. 32. Gresham, Oregon—Public Library



FIRST FLOOR PLAN

No. 33

GRESHAM, OREGON—PUBLIC LIBRARY

Architects, Johnson and Mayer, Portland, Ore.

IT is not often that an American public building adheres so closely to the English half-timbered style of architecture, as does this library building in Gresham. Not only is its type out of the ordinary, but its floor plans show several unusual features in arrangement.

The building was erected ten years ago at a cost of $11,568.15 of which $1,756.85 was for furniture and fixtures, and its area is 62 by 56 feet, exclusive of the extra space secured by the curved end walls.

The brick in the timbered panels is laid in herring bone pattern and the gable ends are of cement and timber. The shingles are laid double in every fourth course, in order to break the flatness of this surface. The entrance is hospitable in appearance and splendid natural light has been secured through the ample window spaces.

No. 34. Gresham, Oregon—Interior of Public Library

On the main floor are found provisions for many more activities than are usually provided in library buildings of this size. To the right and left of the entrance vestibule are coat rooms and beyond is the large general reading room 56 by 32 feet in area. Back of the center space in this area is a story-hour room 23 feet 6 inches by 17 feet 6 inches. On one side of this space is the librarian's room with its kitchen and cooking facilities, a sink, built-in furniture and a stairway to the basement floor. On the other side are a women's rest room, 15 feet 6 inches by 13 feet 6 inches in size, toilet rooms and a janitor's closet. An outside stairway descends to the basement floor.

The plan of this building is attractive, open in appearance, but compact in arrangement. If the building were to be enlarged, it could be extended to the rear, and if necessary, the space allotted to a "women's rest room" could be added to the space of the main reading room and the "story-hour room" could be filled with floor cases. This library which serves the town of Gresham is a county branch of the Portland library system.

SAUGERTIES, NEW YORK PUBLIC LIBRARY AND HISTORICAL MUSEUM

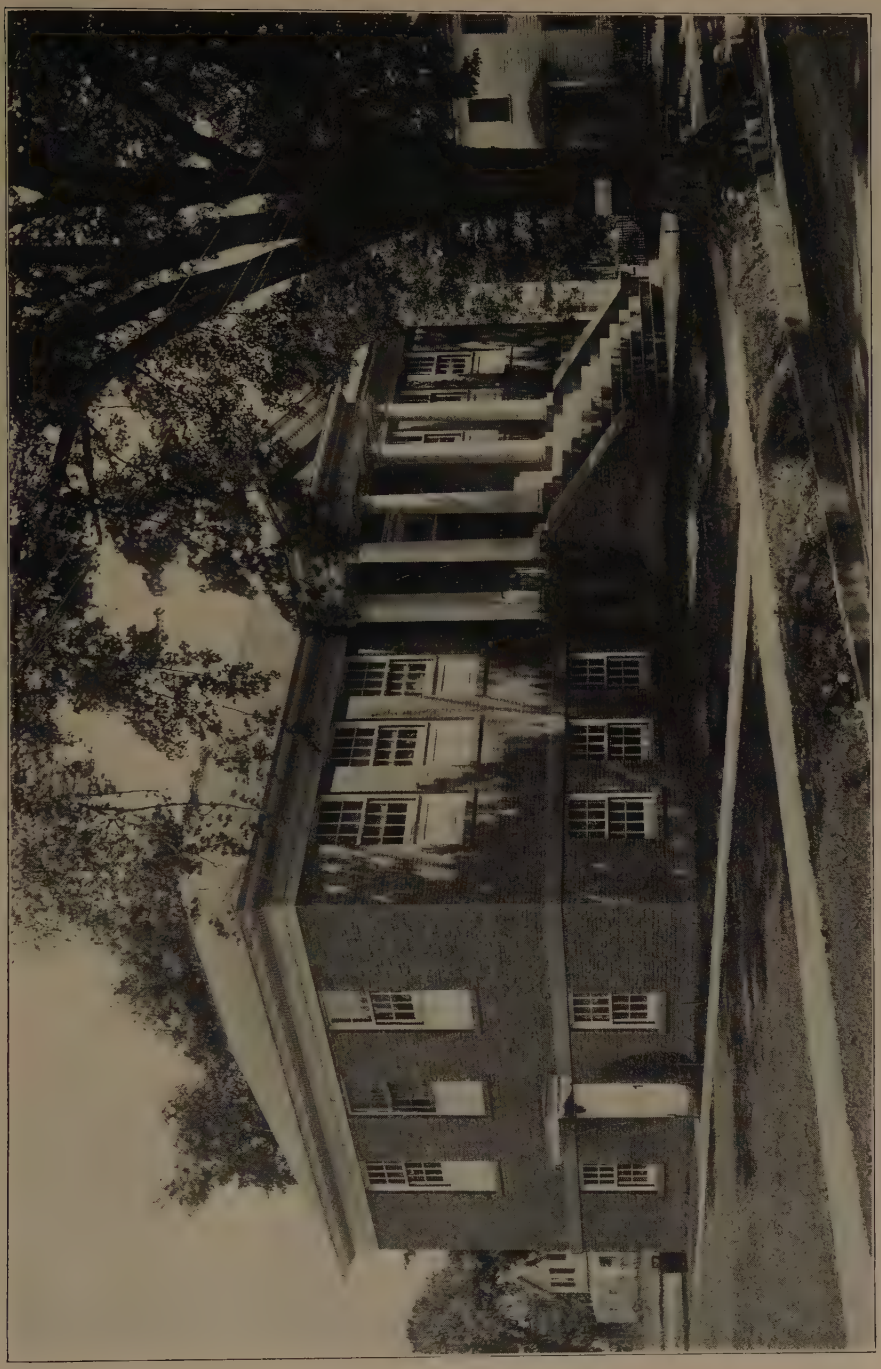
Architect, Beverly S. King, New York City.

ERECTED eight years ago at a cost of $12,000.00, the Saugerties public library building has an area 62 feet 6 inches by 37 feet on each of its two floors. Its first floor is not a basement one as in most library buildings of this size, but it is entered directly with no descending stairs. On this floor are located an auditorium, storage and work rooms, boiler and heater rooms, a staff room, toilet rooms and a room 25 feet 11 inches by 15 feet which houses a historical collection.

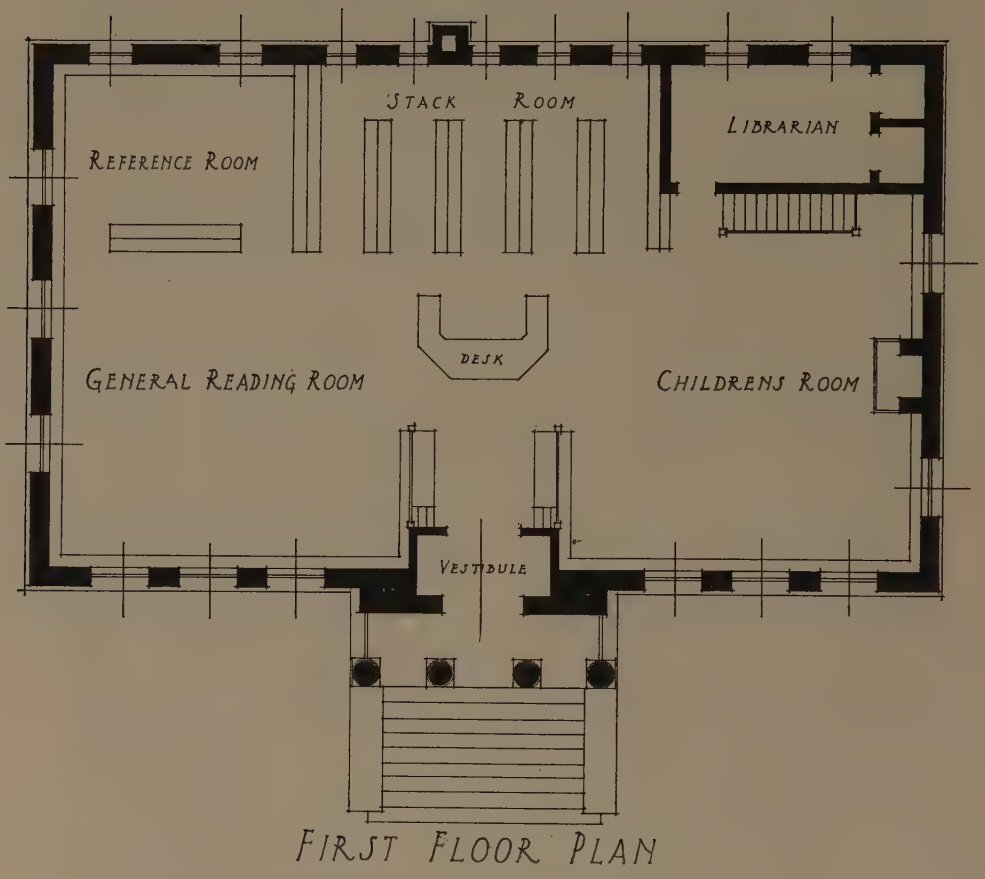
The building's second floor, which is reached by a flight of eleven steps from the outside walk, is unusually well planned in arrangement and spacing. The delivery desk is in the center of this floor with four double-faced floor cases directly back of it. The general reading and the reference room spaces are separated by a double-faced floor case. On the opposite side are a children's room with fireplace, and the librarian's office, between which a flight of stairs descends to the floor below. The entire arrangement is economical and sensible for good library work.

The building, of Colonial design, is of brick with white trim, and with a lovely entrance portico with Doric columns. Panels of white frame are placed beneath the windows on the library floor, and the architectural details in the cornice are beautifully carried out.

If the building lot had sloped steeply to the rear, the first floor in the Saugerties building could have been secured without elevating the front entrance of the building unduly. The last census gives Saugerties a population of 4,013.

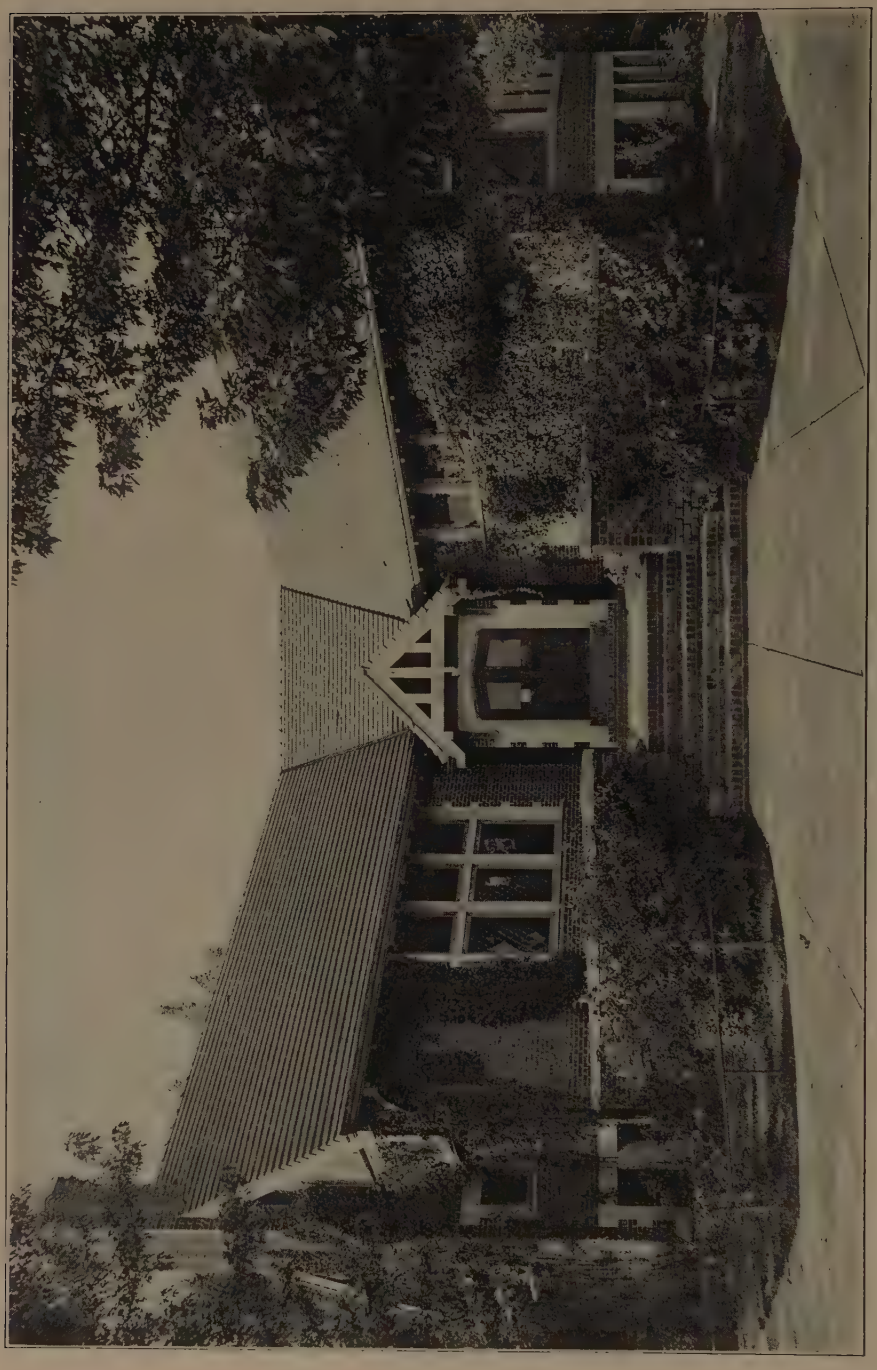


No. 35. Saugerties, New York—Public Library and Historical Museum



No. 36. Saugerties, N. Y.—Public Library

No. 37. Saugerties, New York—Reading Room of Public Library and Historical Museum



No. 38. Denver, Colorado—Decker Branch Library

DENVER, COLORADO
DECKER BRANCH LIBRARY

Architects, Marean and Norton, Denver, Colo.

THIS building was erected in 1913 for $22,000.00 complete and furnished. The general contract price included wall shelving, bulletin boards, and the built-in furniture in the librarian's room. The building contains 70,000 cubic feet of space and the cost a cubic foot was about 30 cents. If this building were erected today in Denver, its cost would be considerably more than it was when it was built.

Its items of cost were:

General contract	$15,065.00
Plumbing	604.00
Heating	945.00
Electric wiring	162.00
Electric fixtures	308.00
Painting	495.00
Interior decorations	1,000.00
Building permit	17.00
Extra sashes	75.00
Furniture	2,397.00
Architect's fee	932.00

The building is of the English cottage type, is ⌊ shaped and is very hospitable in impression. It is built of tapestry brick, terra cotta trim, and a roof covering of flat tiles in shades of green.

On entering, the adult reading room is on the right and the children's room is at the left. Directly beyond the entrance is the delivery desk with the librarian's room back of it. Besides the more usual furniture in this room, there are a built-in work desk, a work table hinged to the wall, and a built-in cabinet containing hot and cold water, electric plate, dishes, food receptacles, etc.

No. 39. Denver, Colorado—Decker Branch Library

No. 40. Denver, Colorado—Decker Branch Library

The ceiling in the building is open, with exposed roof timbers, and the main floor is finished in "old English" oak with copper lighting fixtures.

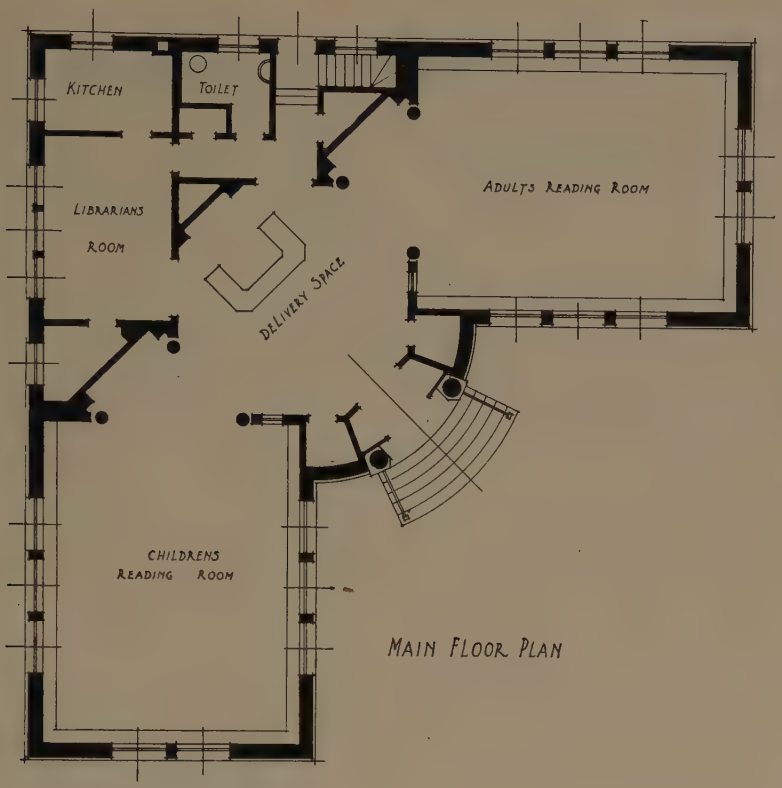
The two illustrations of the library's interior are of the adult's and children's reading rooms and show how completely these rooms can be supervised from the delivery desk, where the camera was placed. In the children's room are shown the wall cases of standard height, but with the two upper shelves covered with hinged panels. The fireplace is a feature in this room as it is used in cold weather and is much enjoyed.

Window panes are small, but having flat metal frames and cross-pieces, they are more easily cleaned with a brush than if they were in deeper wooden frames. In cities where the light is less intense than in Denver, the high windows over the wall cases doubtless would have to be enlarged.

The basement contains an auditorium with 150 folding chairs, boiler room, supply closets, storage room, and a story-hour room which is used also by visiting schools.

A floor plan of this building is not submitted, since the South Portland branch library, shown in plate 42, is of the same type, but has added facilities for the librarian and staff on the main floor. Two great advantages of ⌊ shaped buildings are the complete separation of the children's and adult's reading rooms, without dividing partitions of any kind, and the complete supervision of these rooms from the delivery desk.

A disadvantage in this type is that it is less compact in arrangement than the oblong or square building, and so requires more ground space. This type of building is excellently adapted to meet a village or small city's need.



No. 41

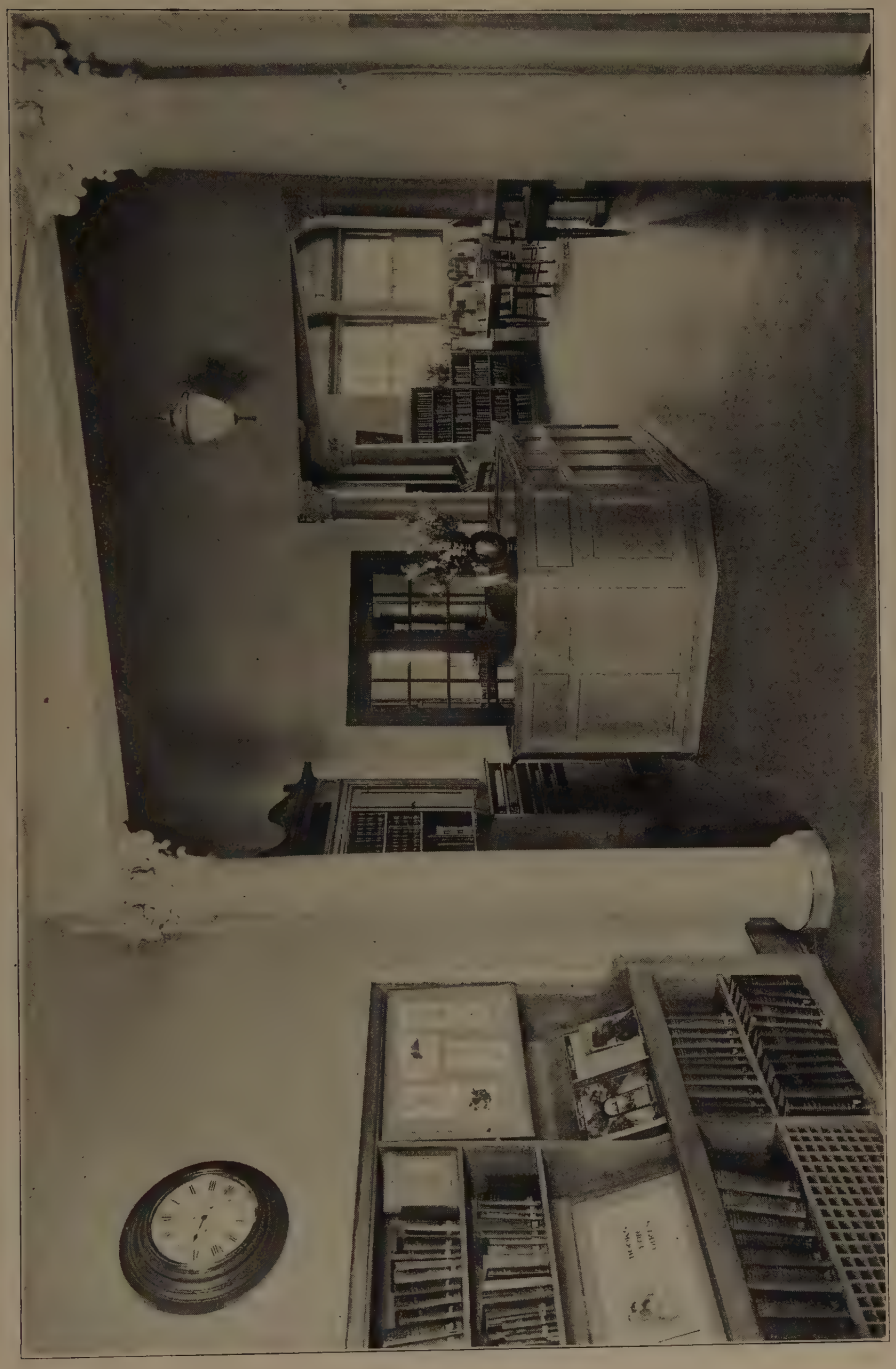
PORTLAND, OREGON
SOUTH PORTLAND BRANCH LIBRARY

Architects, Johnson, Parker and Wallwork, Portland, Ore.

A PARTICULARLY interesting building is this one built in 1921 at the low cost of $17,399.39. Not only is the South Portland branch library building excellently designed for economy in supervision and work, but it is so attractive in itself that it is a source of much pride to the residents of the Italian-Russian district whom it serves.

Book cases, racks, shelving, delivery desk and other articles of furniture were included in the general contract cost of the building. The building's outside measurements are 60 feet and 2 inches by 22 feet and 8 inches on each side. The cost per cubic foot was 32 cents.

No. 42. Portland, Oregon—South Portland Branch Library



No. 43. Portland, Oregon—Interior of South Portland Branch Library

The items of cost were:

General contract	$15,516.39
Lighting fixtures	175.00
Cork carpet	389.00
Chairs	269.00
Shades	100.00
Architect's fee	950.00

This library building of Italian type was constructed of hollow tile, covered with stucco in a soft shade of pink, with sage green trim and a wooden shingle roof in a neutral green. The interior finish is in a pearl gray even to the furniture and floor covering.

This building has the merits of the ⌊ shaped type in that the children's and adults' reading rooms are completely separated without the use of glass partitions or floor cases and with complete supervision from the delivery desk.

It has particular merit in its arrangement of the librarian's room, kitchen, and other facilities directly back of the delivery desk but under the building's main roof. The more usual way has been to build an alcove or separate room back of the delivery desk to provide these facilities. The South Portland building is a less expensive arrangement, as it decreases the number of angles in walls and roof, and it brings the delivery desk closer to the library's entrance.

An unusual feature in a building of this size is its separate kitchen for the librarian and her assistant. In most buildings of this cost, facilities for light cooking have been placed in the librarian's own room. In a less carefully planned building, there would likely be waste space at the library's entrance and in the corners near the delivery desk. In the South Portland building, this space has been excellently handled by providing two coat closets at the entrance, and a basement stairway and two closets near the delivery desk. Indeed, so many closets have been provided in such a small building, that the hand of a woman librarian is seen.

Some librarians might prefer a different location for the women's public toilet room, which would seem rather near the delivery desk.

DENVER, COLORADO—SMILEY BRANCH LIBRARY

Architects, Mountjoy, French and Frewen, Denver, Colo.

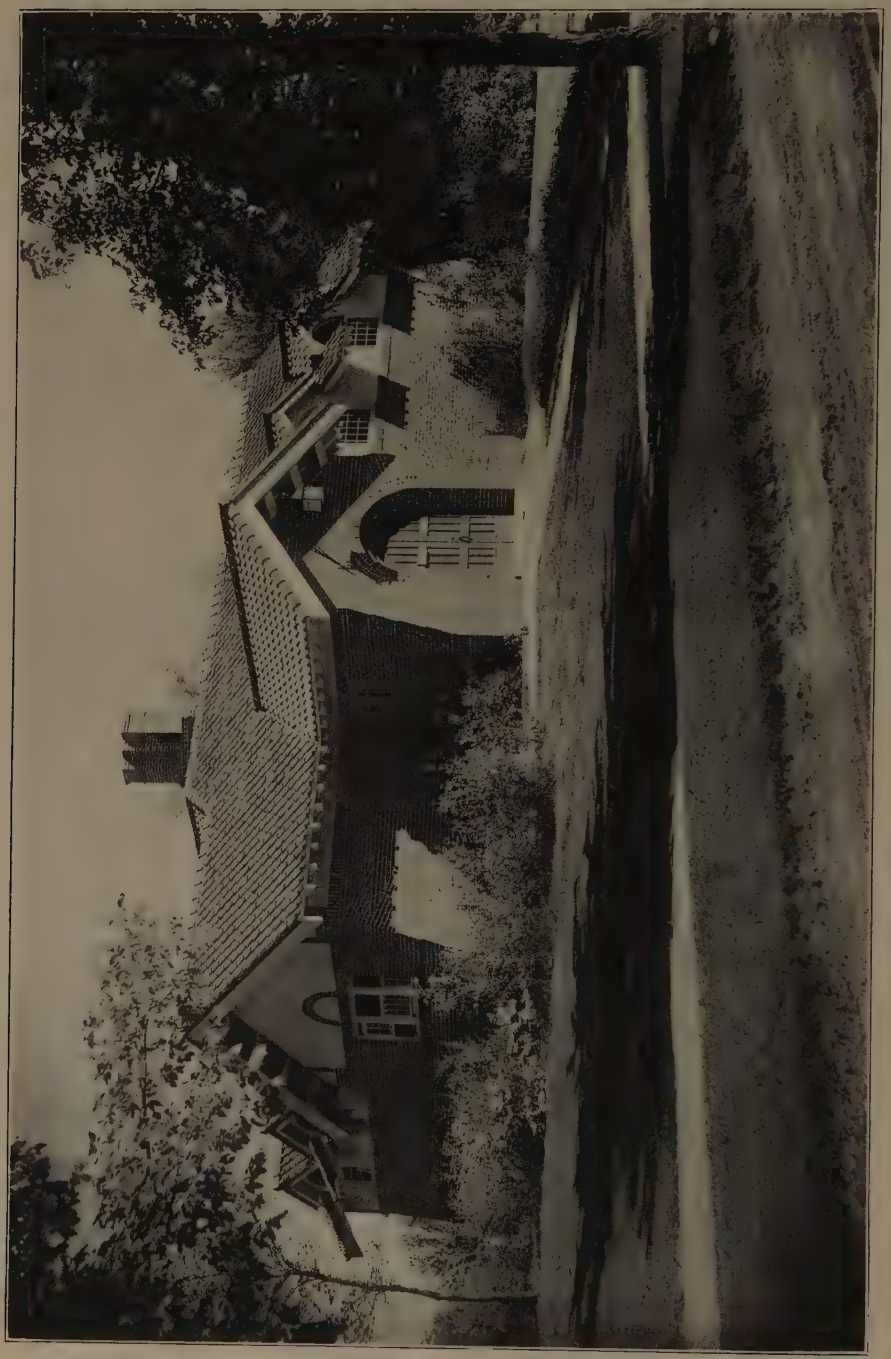
THERE are several unusual features in this building which was erected in 1917 at a cost of $20,000.00 complete and furnished. It contains 63,700 cubic feet of space, the cost a cubic foot being 31½ cents.

It is a gaily colored building with walls of red brick and white cement, and a roof of mottled blue tiles. Only a view of the delivery desk is shown in its interior, as the building is of the L shaped plan and in its general impression and arrangement it is true to that type.

Interesting features in this building are the location of the librarian's room, the delivery desk and incidentally that of the fireplace. Some of the difficulties in administration in smaller libraries result from the distance between the librarian's room and delivery desk and the library's entrance, where most of the disturbance centers.

In order to supervise more thoroughly the entrance to this building, the plans of buildings shown by plates 38 and 42 were reversed and the entrance was placed at the outer, acute angle instead of the inner angle of the building. This brought the librarian's room directly at the building's entrance, as is the delivery desk. Ease of supervision was increased by placing windows in the librarian's room directly back of the delivery desk, and also in the wall overlooking the building's entrance, the vestibule and the stairs to the basement and auditorium.

All windows in the long side walls are high and swing down. The large arched windows in the end walls overlook Berkeley Lake with the mountains beyond, and are supplied with window seats under which are heat radiators, the ducts of which distribute the heat at the window sills. Sloping top reading tables are in front of the long window seats. All of the other heat radiators are placed under the projecting ledge of the wall cases and the heat is conducted through



No. 44. Denver, Colorado—Smiley Branch Library

No. 45. Denver, Colorado—Smiley Branch Library

No. 46. Denver, Colorado—Smiley Branch Library

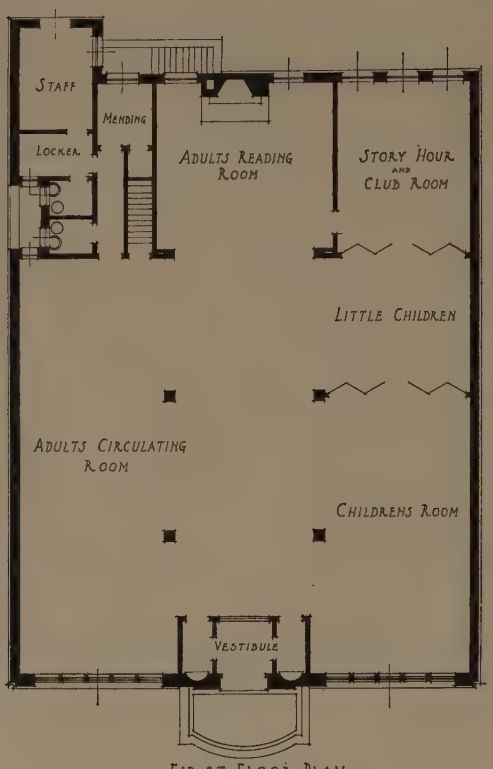
ducts back of the cases and distributed under the high windows. All radiators are concealed in front by wooden grills on hinges.

An unusual location for a fireplace is found in this building as it is directly in front and about 12 feet distant from the delivery desk in the center of the building. Six Windsor chairs are arranged in front of the hearth, but the librarian and her assistant are directly benefited by the fireplace location, which is comfortable for them on cool days before the furnace heat is turned on.

The basement was well planned in that excellent space was secured for the auditorium, and for storage and shipping room.

Plate 45 shows a view of the delivery desk taken in front of the fireplace. Back of it are extra shelves for discharged books under the windows to the librarian's room, the door of which is open to the right. To the left of the delivery desk and directly at the desk is the library's entrance and the vestibule beyond. Extra supply cupboards for the delivery desk are shown to the right of the door to the librarian's room and back of the well designed bulletin board to the left. The floor plan shows several other features alluded to.

After six years of service, this building has commended itself as unusually successful for economy in service, ease in administration and general attractiveness.



FIRST FLOOR PLAN

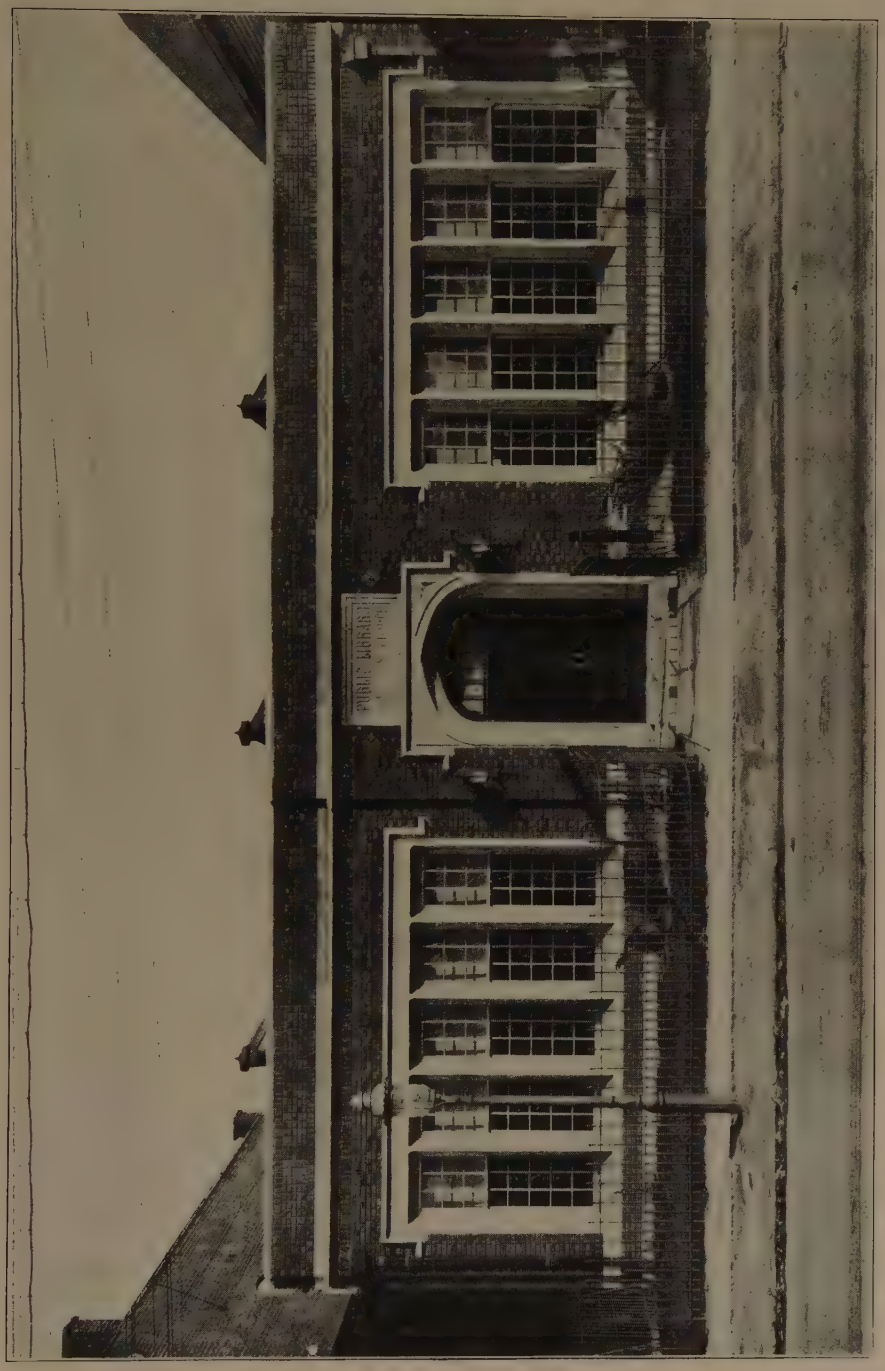
No. 47

CLEVELAND, OHIO
EAST 79TH STREET BRANCH LIBRARY

Architect, William Robert Powell, Cleveland, Ohio.

FOR several years a few librarians have urged the erection of library buildings in business sections of cities which, in their design, should embody the practical features that make down town stores successful. Among these features are: buildings erected flush with the sidewalk, with no entrance steps to be climbed and with ample display windows for exhibiting new books, books on special subjects, and the graphic presentation of the library's activities.

Civic pride in architecture has prevented the erection of such a library building, so far as the writer is informed, but in several cities, branch libraries have been secured which include some of the practical features of store buildings. Architectural beauty should be combined



No. 48. Cleveland, Ohio—East 79th Street Branch Library

No. 49. Cleveland, Ohio—Adults' Reading Room, East 79th Street Branch Library

with utility, but in this approach toward securing for library buildings the publicity and accessibility displayed in store buildings, so far only the utilities are apparent.

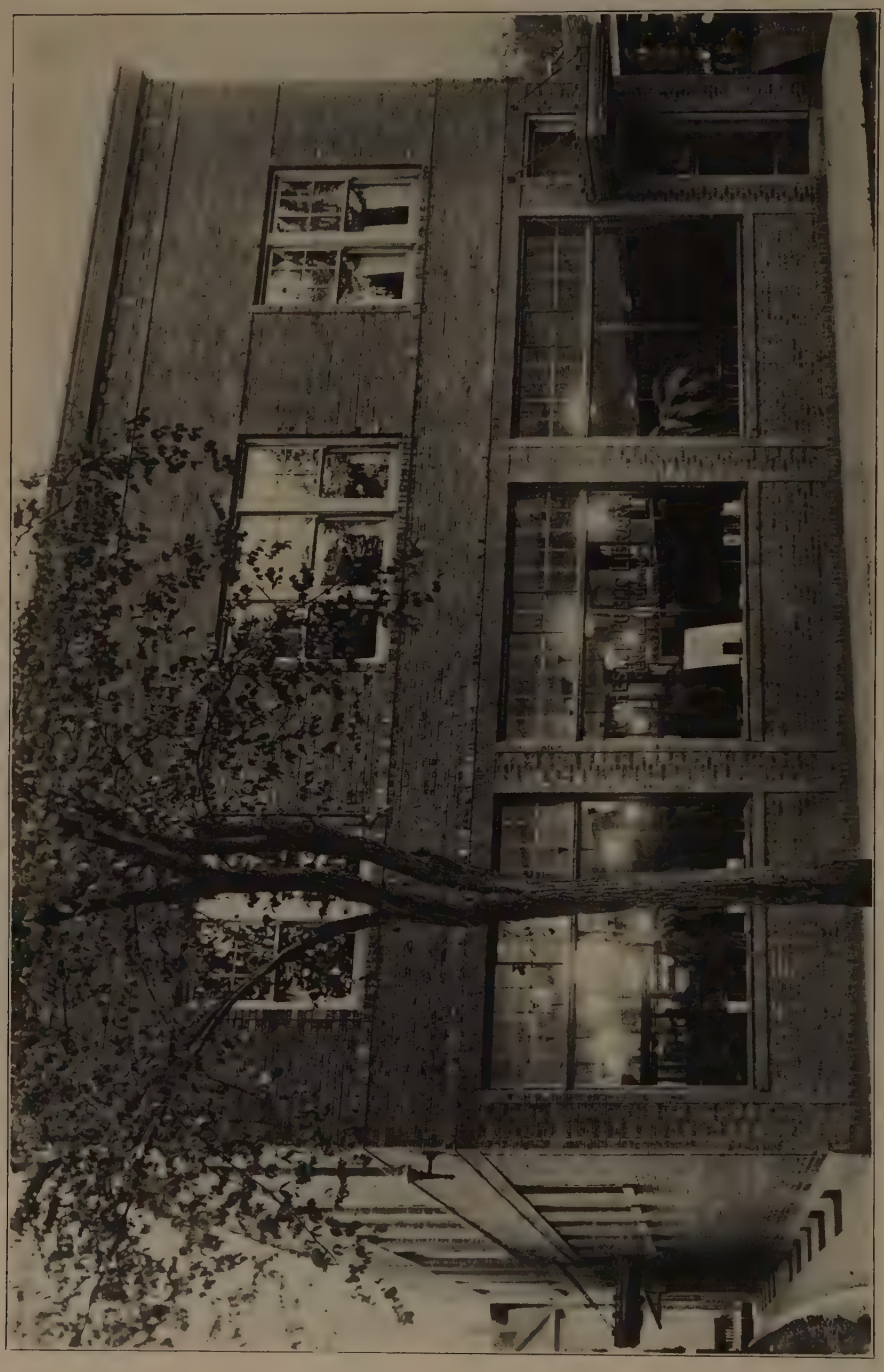
In the East 79th Street branch library in Cleveland and in Rochester, N. Y., present usefulness rather than permanency in library structures has determined the type of building. They are interesting in being possible forerunners to a new type of down-town library structures. They are valuable in that they contain many excellent features which all library buildings should have, namely: accessibility, abundant natural light, and display space for books.

The East 79th Street branch library in Cleveland shows more careful planning for library work than does the usual building of its type. The limitations placed on the architect are evident, but he has made the most of them. The library was placed between closely adjacent buildings and therefore it depends for light and ventilation on the front and rear windows and on sky-lights. It was built practically flush with the side-walk and nearly level with the street. Should a change in the library's location become desirable later, this building can be converted into a store building by replacing the front wall and building additional stories.

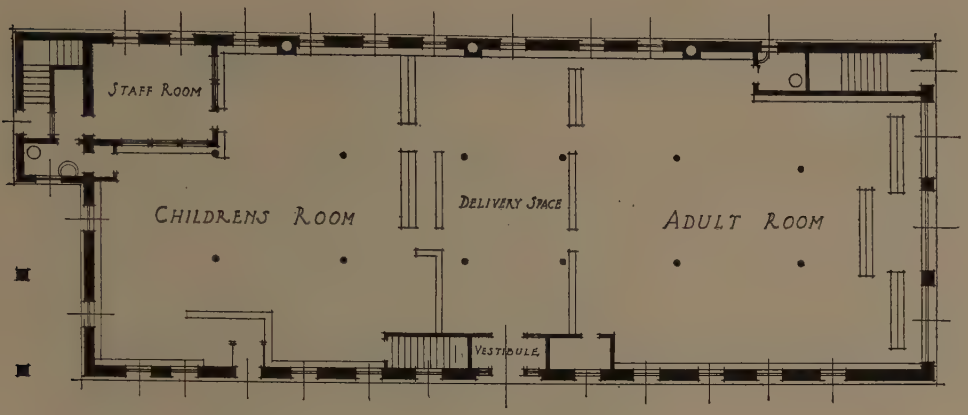
The building is 80 by 60 feet in its outside measurements and cost $22,114.00 when it was erected eight years ago. It is served during the busiest months by a librarian, six full-time and one part-time assistants, and three pages, a guard, a janitress and a mender on part time. The annual circulation of the 11,044 volumes in this library for the year ending March 31, 1923 was 122,198.

The floor plan of the East 79th Street branch library contains several interesting features. There is space for the adult circulation activities, adults' reading room, space for children, little children, a children's story-hour and club room, and rooms for the staff, book-mending, two toilets and lockers.

Attention is called to the cut of this library's interior, open to view from the side-walk, with excellent book and reading table space, and with an abundance of natural light.



No. 50. Rochester, New York—Genesee Branch Library



FIRST FLOOR PLAN

No. 51

ROCHESTER, N. Y.
BRANCH LIBRARY BUILDINGS

Architects—Genesee Branch Library—Gordon and Madden, Rochester, N. Y.

THE use for library purposes of buildings which have been planned and located like commercial structures has probably been more extensive in Rochester than in any other city. Although the latest statistics are not available which would show the number of persons employed to push the library work in these branches, it would seem that their work exceeds in volume that in the usual, more commonly planned and located library buildings. In 1920 these branch libraries contained about 15,000 books each, and last year five of them averaged in books loaned for home use, 164,603 volumes each.

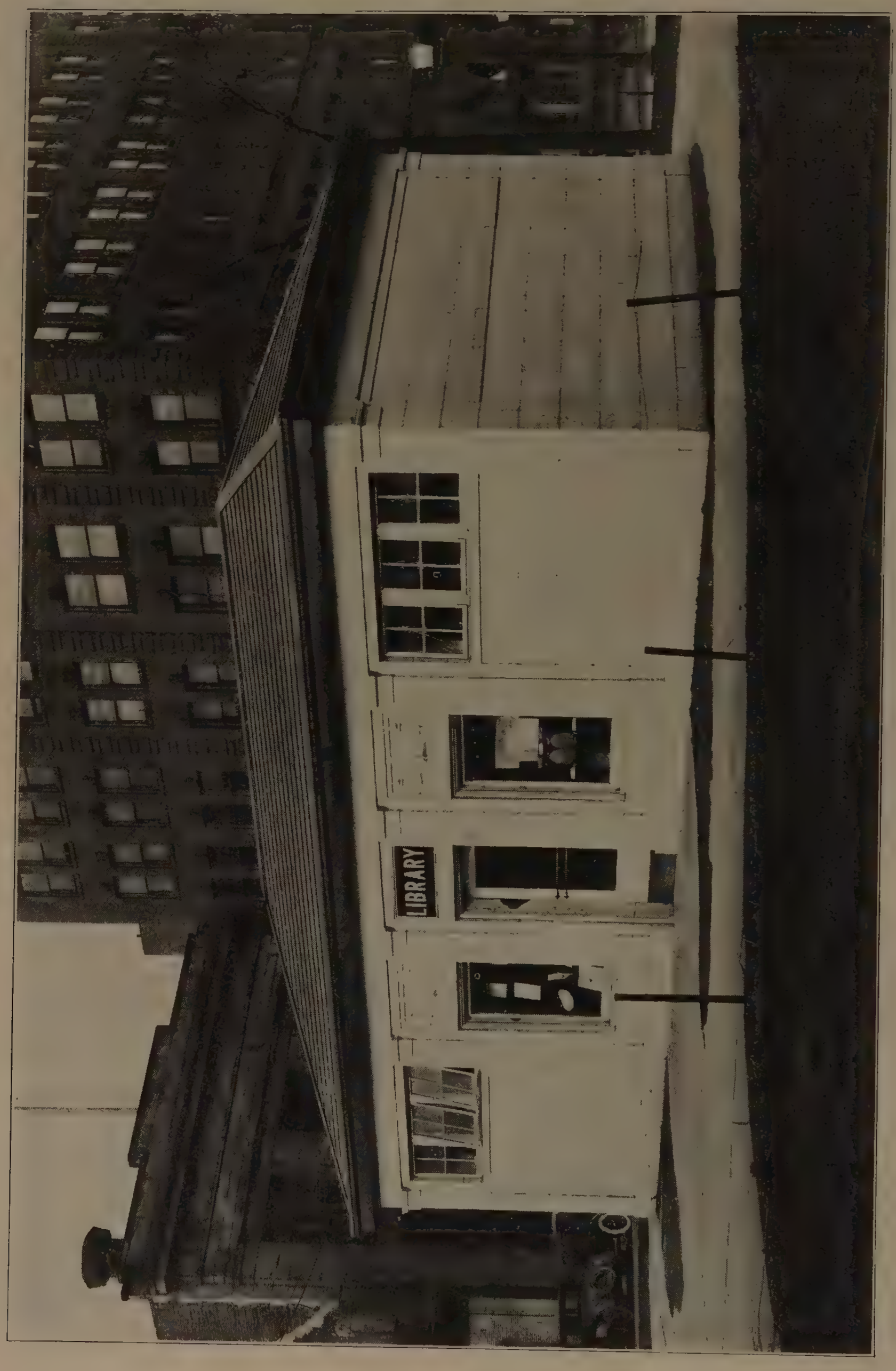
In Rochester, five branch libraries are in commercially planned buildings, which are located on sites 100 by 40 feet, giving 4,000 square feet of floor space for library purposes. They make no claims except for usability and are erected flush with the sidewalk, and with large plate glass windows which open on the street. Floor cases are arranged to protect readers at tables from public view, and at the same time, to present a well lighted and open library interior to passersby. Continuous book displays are provided at the windows.

No. 52. Rochester, New York—Lincoln Branch Library

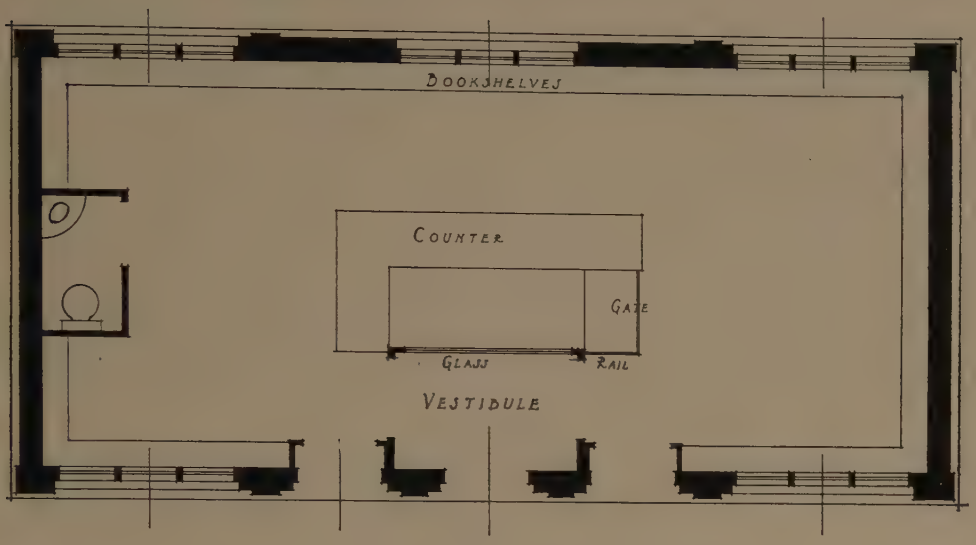
Shelving extends around the walls and the few divisions required are made by low floor cases surmounted by glass partitions about three feet high.

A corner location, as the Lincoln branch has, is desirable since this gives two entrances to the library—one for adults and the other for children. On other than corner lots, a passage way has been provided to the rear entrance. The delivery desk is in the center of the floor space with the adults' reading tables in the front of the building, and the children's tables in the rear.

The illustrations shown of the Lincoln and Genesee branches give some idea of the prominence given these libraries and their activities, through proximity to the sidewalks, extensive window space and an open and brilliantly lighted interior.



No. 53. Youngstown, Ohio—Public Square Library



FLOOR PLAN

No. 54

YOUNGSTOWN, OHIO—PUBLIC SQUARE LIBRARY

OF all the library buildings in this country the small one, which was erected in Youngstown during the late winter of 1923, is probably the most unique. In its location, design, conspicuousness and intent, this small building represents the last word in publicity, in large returns at a small investment, and in popular good will toward a public library.

In the very center of Youngstown's activities is the Public Square, and in this Square was a cement basin for a fountain. Practically every automobile in Youngstown has to pass around one half of this Square in getting about, and the librarian decided that the fountain basin was the best location for the library structure.

In order to secure public support and official permission to erect a library building on this strategic spot, a building had to be planned for possible removal later, and by building on steel beams which rest on concrete piers, the library structure can be rolled from the Public Square and deposited on another site, if the city authorities decide later to pave the entire Public Square and open it to traffic.

All construction labor and nearly all of the building materials for this building were donated, and the slight material which had to be bought was paid for by money contributed for this purpose.

Libraries which are out of touch with their communities should be especially interested in these donors: tile-setting—Brick-layers' union; metal working—Sheet metal workers' union; carpentry—Carpenters' union; plastering—Plasterers' union; electrical work—Electrical workers' union; painting and varnishing—Painters' union; plumbing—Plumbers' and Steam-fitters' union. All this skilled labor was contributed through the Central labor council.

The other donors were: all architectural work—the Owsley Company; excavating, erecting steel piers and steel base—Heller-Murray Company; foundation slag and sand—Standard Slag and Garland Block and Sand Companies; all cement for piers and walls—Bessemer Limestone Company; steel base, one-fourth of cost—Wilkoff Company; one-half cost of fabricating base—Steel City Iron Company; contract supervision above base—Wilber B. Young Company; $500.00 outside terra cotta tile—Youngstown Ice Company; unloading and carting white tile—William Herbert and Son; back up brick and 300 tile—Alcorn-Hahn Company; 1500 back up tile—Buckeye Supply Company; mortar sand—Service Supply Company; mortar lime—M. J. Hornberger; double flooring and roof boards—Scheetz Lumber Company; all framing lumber—A. G. Sharp Lumber Company; book-shelving—Bernard Lumber Company; all other inside mill work—Union Wholesale Lumber Company; steel window installation and metal lath—Truscon Steel Company; all window and plate glass—Youngstown Glass and Paint Company.

This building measures 35 by 17 feet, it is 10 feet high at the cornice and 15 feet to the ridge pole. The exterior walls are of glazed white terra cotta tile which walls rest on a steel frame—a box girder made of two 10-inch **I** beams with a half-inch plate riveted on top and botton. There are two cross **I** beams into which the 10-inch wooden floor joists are framed. The shingles on the building are of copper and a series of concealed lights are placed under the

eaves which make the white exterior walls glow with light from dusk until the library closes for the night. An electric sign is on the building and two large windows exhibit new books, etc.

The interior of the library is planned solely for the loan of books and the one large room contains no tables or chairs. The book shelving and interior are flooded with light from reflectors mounted on the tops of the book cases, which throw the light up to the ceiling.

On a money basis, this unique library structure, which is a branch library in the Youngstown library system, represents a cost of about $9,000.00 It houses 5,000 books and its estimated annual loan of books is 150,000 volumes.

No. 55. Pasadena, California—Children's Library

PASADENA, CALIFORNIA—CHILDREN'S LIBRARY

Architect, Harold A. Parker, Pasadena, Calif.

THIS cream-colored, stucco-covered building with neutral green shutters and roof, and set down in a rose bed is not in Italy as might be inferred. It is in a small city park in Pasadena only a few yards distant from the main library building, which became so crowded that this adjacent building, devoted exclusively to children, was erected.

Pasadena is planning a new public library building of sufficient size to accommodate all of its activities for decades to come. When this new building is completed, the work of the juvenile department will be placed in it, and the charming Children's library building will be moved to another location and will be used as a branch library.

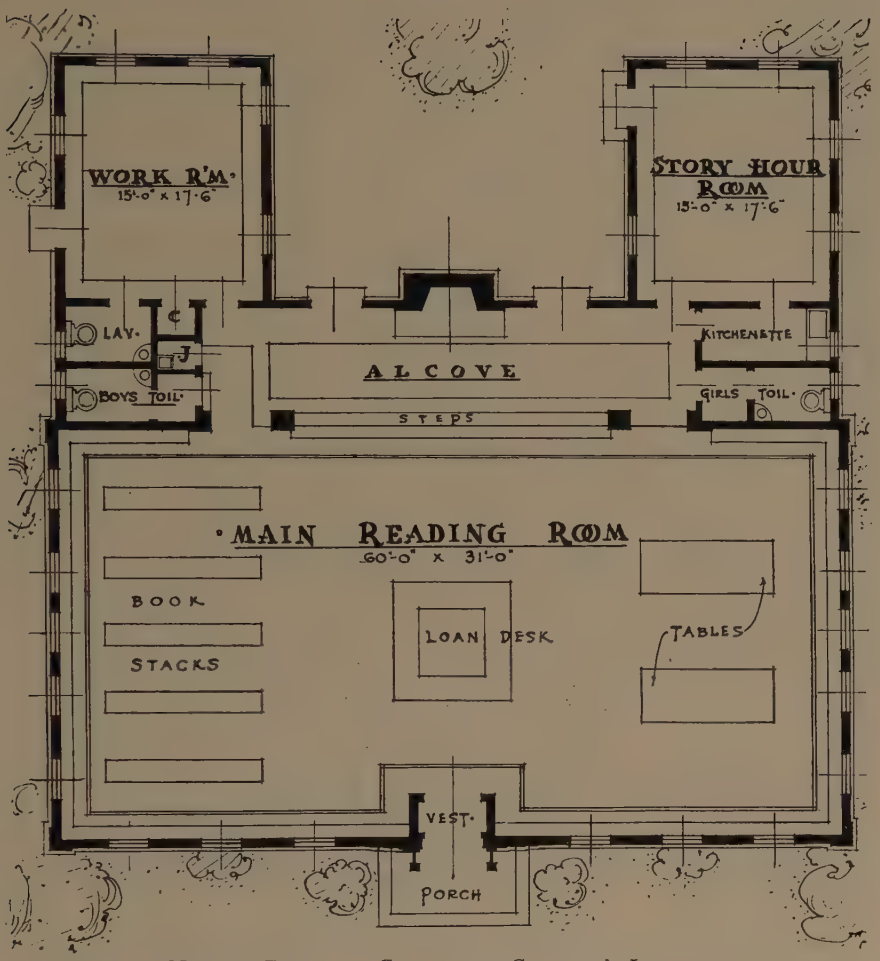
This building was completed in 1922 at a cost of $11,702.40 exclusive of its furniture and equipment. Its inside measurements are 60 feet 10 inches by 59 feet 4 inches.

The large central space in the building has an area 60 feet 10 inches by 28 feet 1 inch in size, all of which is devoted to reading purposes except the space occupied by the delivery desk and the five parallel floor cases in one end of the building. Facing the lovely entrance and back of this central space is a reading alcove reached by three steps and made attractive by an open fireplace, pictures and books.

Two wings extend at the rear of the building. One of them provides for a story-hour room and in the other wing is a large work room. Adjacent to these rooms are lavatories, supply closets and a kitchenette.

The interior of the building is marked by great simplicity. Its ceiling, walls, floor covering and all the furniture are in pearl gray. This color scheme is relieved by the old rose and gray window hangings and by the books which extend around the walls. The walls in

No. 56. Pasadena, California—Interior of Children's Library



No. 57. Pasadena, California—Children's Library

the reading alcove are broken by French windows with full length hangings in the prevailing old rose and gray colors. The indirect lighting fixtures are placed directly against the ceiling, which is too low to look well with suspended fixtures.

HOBART, INDIANA
BRANCH OF GARY PUBLIC LIBRARY

Architect, A. F. Wickes, Gary, Ind.

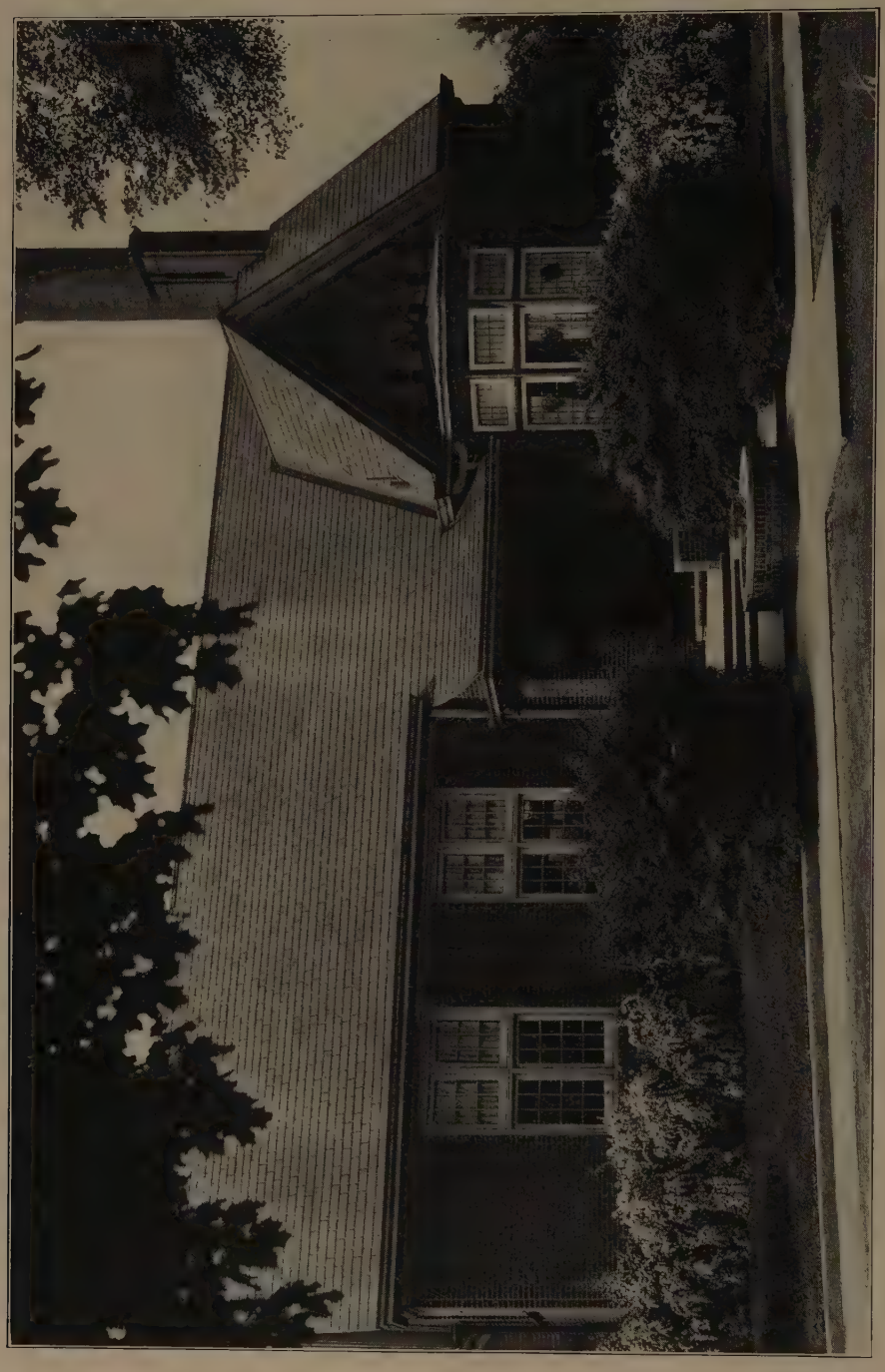
THIS branch of the Gary, Indiana, public library was erected in the town of Hobart, four miles distant, at a cost of $16,000.00 in 1915. Of this amount the building cost $13,200 and its equipment cost $2,800.00. If it were erected in Hobart today, it is estimated that this building would cost from twenty-five to thirty thousand dollars. It is constructed of Hy-tex brick on hollow tile, with a rough quarried slate roof and is finished in oak. Its area is 68 by 32 feet.

This building is an excellent example of the English cottage type, as it shows the flexibility and reserve, but hominess of this style. It is attractive in appearance, it settles down on its site as if it had been there for generations and it is unusually successful in providing an attractive, usable interior. The projection at the right end gable, as shown in the plate, is not the chimney as might be inferred, but a water tank some distance away.

This library's interior is open and well lighted and its entrance is very spacious. The delivery desk is directly opposite the entrance and to the right is the children's room with fireplace, large bay window, and high shelves on the rear wall. The adults' reading room lacks the fireplace and bay window, but is a commodious room, supplied with a semi-indirect system of artificial lighting, as is the entire library building.

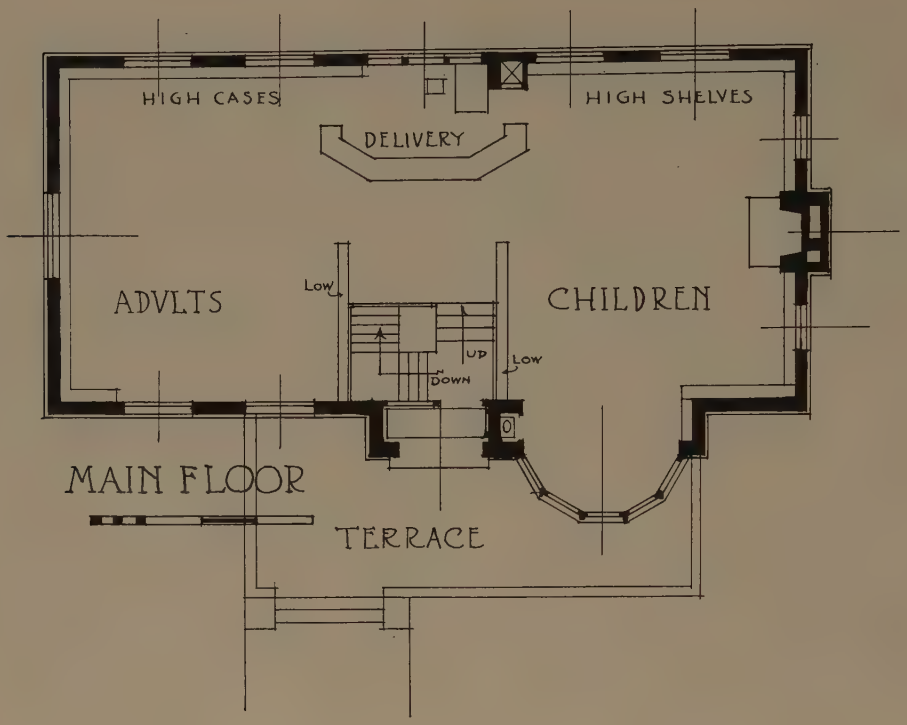
Steps from the entrance vestibule descend to the basement floor which is rather notable in the compactness and economy of space secured through the absence of unnecessary halls and corridors. In the basement is the auditorium or "social room," two toilet rooms, fuel, boiler and good sized work and storage rooms.

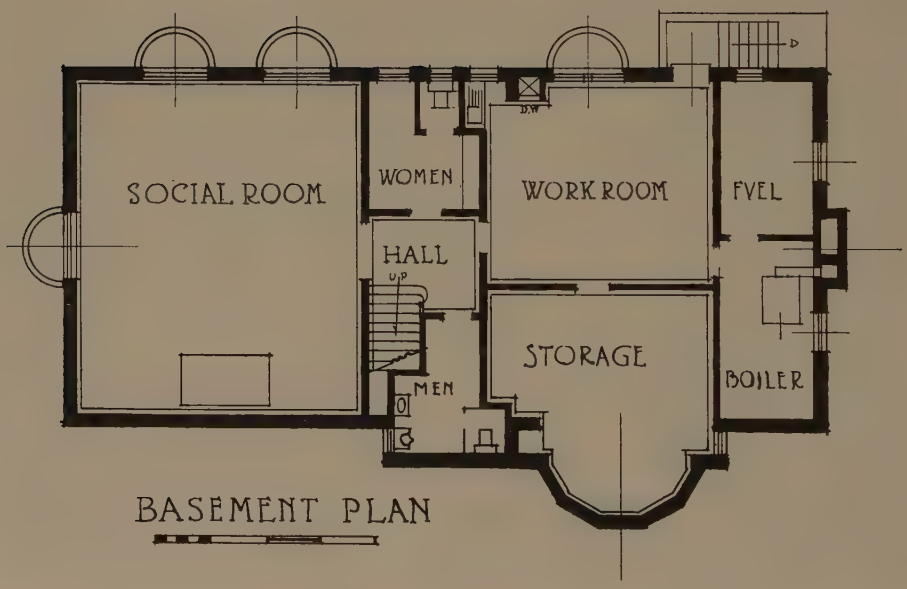
Book shelving in this building extends on both sides of the entrance and continues to the space immediately in front of the delivery



No. 58. Hobart, Indiana—Exterior of Branch of Gary Public Library

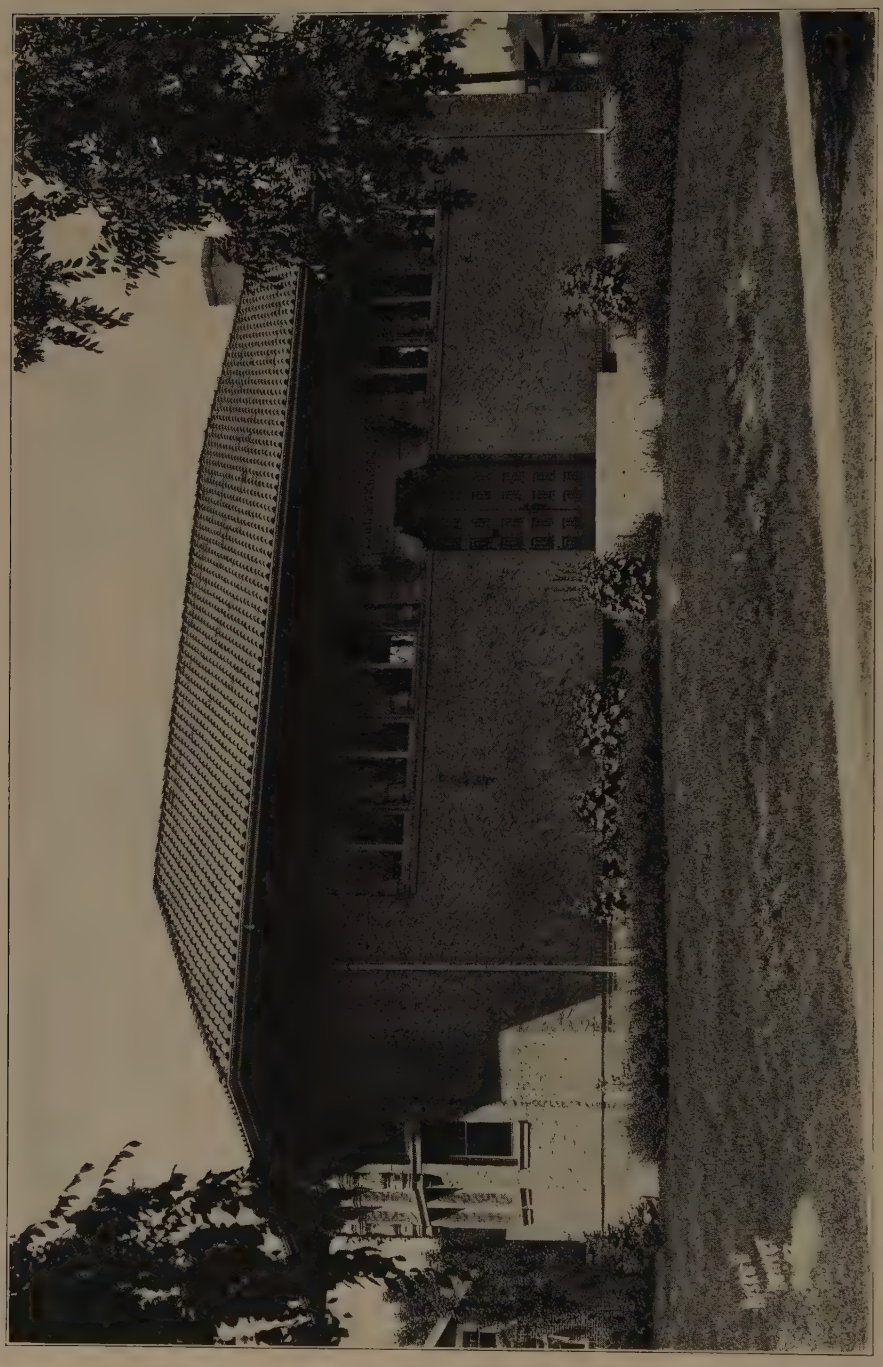
No. 59. Hobart, Indiana—Interior of Branch of Gary Public Library





No. 60. Hobart, Indiana—Branch of Gary Public Library

desk. The librarian has stated that this arrangement of shelving from the entrance is conducive to too much conversation in the building which is continued to the delivery desk—the center of the library's interior. According to the last census Hobart has a population of 3,450.



No. 61. Denver, Colorado—Park Hill Branch Library

DENVER, COLORADO
PARK HILL BRANCH LIBRARY

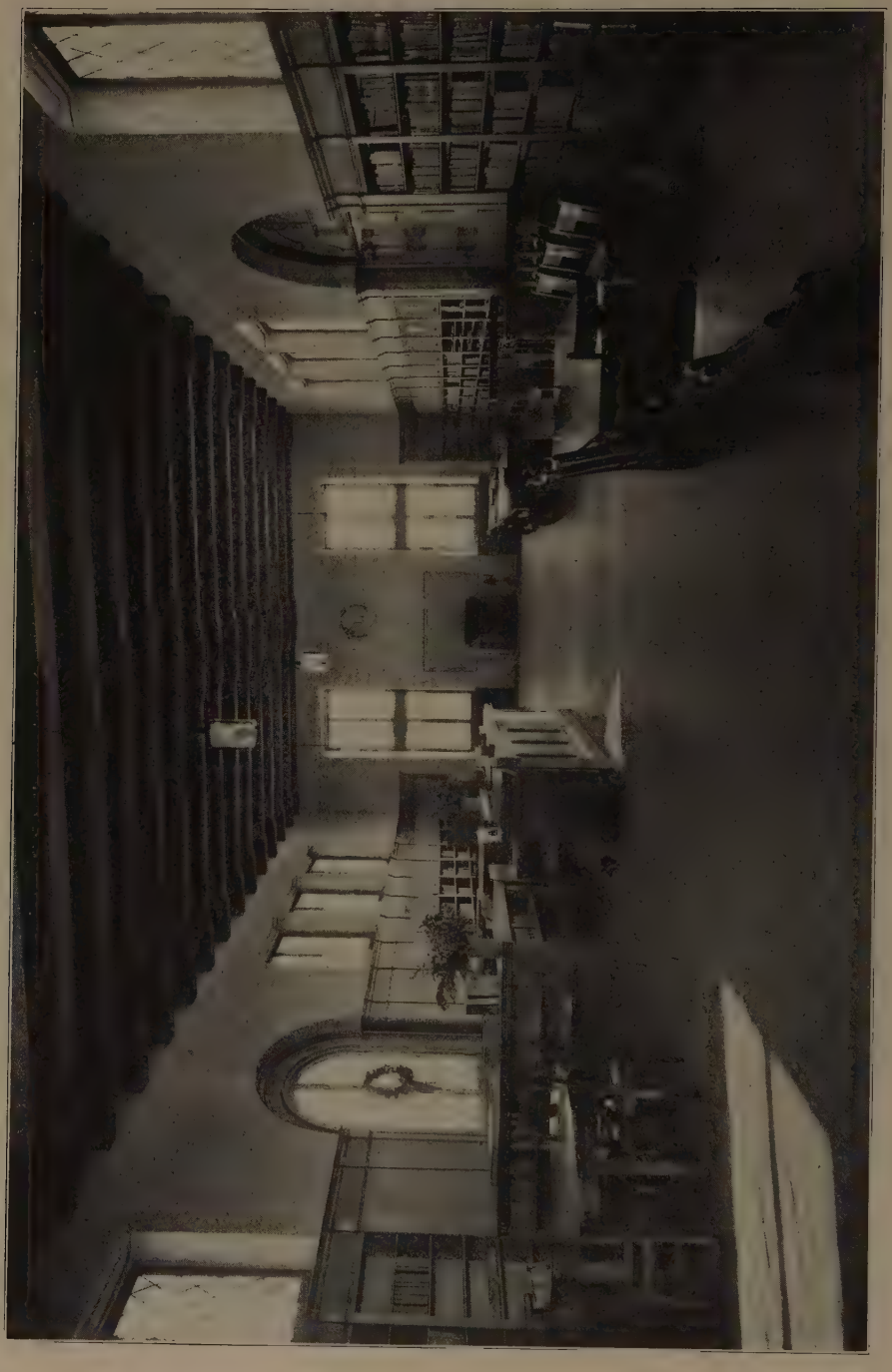
Architect, M. H. Hoyt, Denver, Colo.

ERECTED during the peak of high building prices in 1920, this building cost $25,190.00 complete and furnished. If it were erected in Denver today, the cost would be slightly less. Its outside measurements are 64 by 32 feet and the building contains 65,300 cubic feet of space. The cubic foot cost was 38 cents. Its items of cost were:

General contract (including wall shelving and built-in furniture in the librarian's room	$19,294.00
Plumbing	1,035.00
Heating	1,723.00
Painting	600.00
Electric wiring and fixtures	281.00
Interior decorating	100.00
Furniture	993.00
Architect's fee	1,152.00
Building permit	12.00

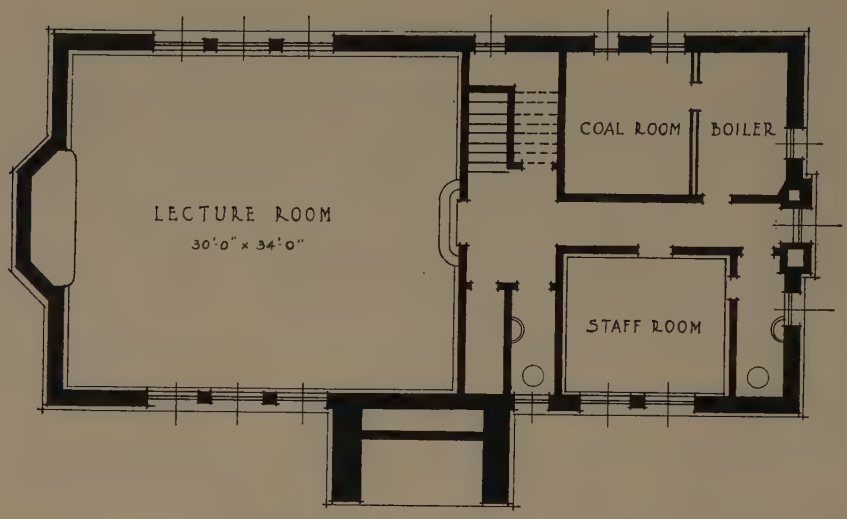
The building is Spanish in type and is built of rough troweled buff colored cement over brick walls. The roof is of Spanish tiles in reds and grays and the door is of Spanish design and color. The cornice, trim and exterior decorations are in cast stone, and the under-cornice is stenciled in terra cotta and blue. The outside lanterns are of wrought iron, and the interior lighting fixtures are inverted chemical jars, held by wrought iron brackets and chains, and cost eleven dollars each.

The interior is one large room, with the librarian's working space back of the delivery desk, outlined by low double-faced floor cases. The ceiling is beamed and the wall cases are sunk into the rough troweled walls. Heat radiators are placed under the shelf ledge and the heat is conducted through ducts back of the wall cases and is distributed under the high windows. Radiators are also placed under

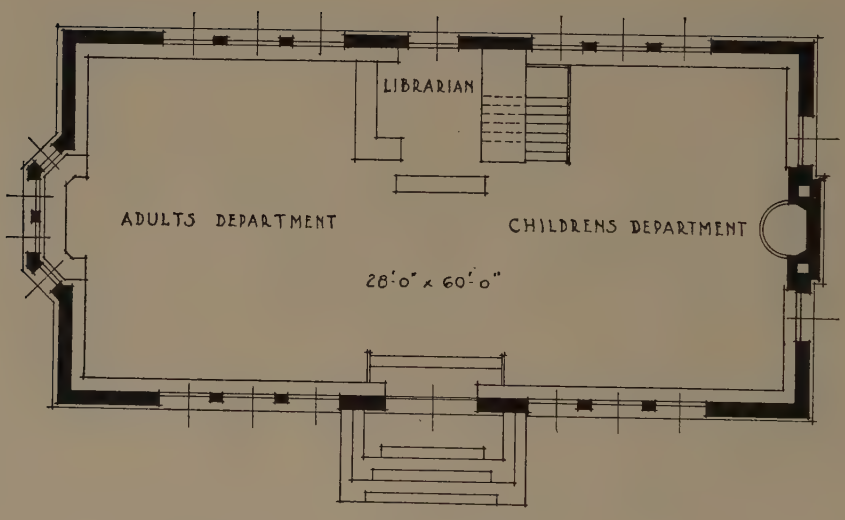


No. 62. Denver, Colorado—Interior of Park Hill Branch Library

No. 63. Denver, Colorado—Interior of Park Hill Branch Library



BASEMENT PLAN



FIRST FLOOR PLAN

No. 64. Denver, Colorado—Park Hill Branch Library

the reading seats at low windows. The windows in the long front and rear walls are high and they are low in the shorter end walls.

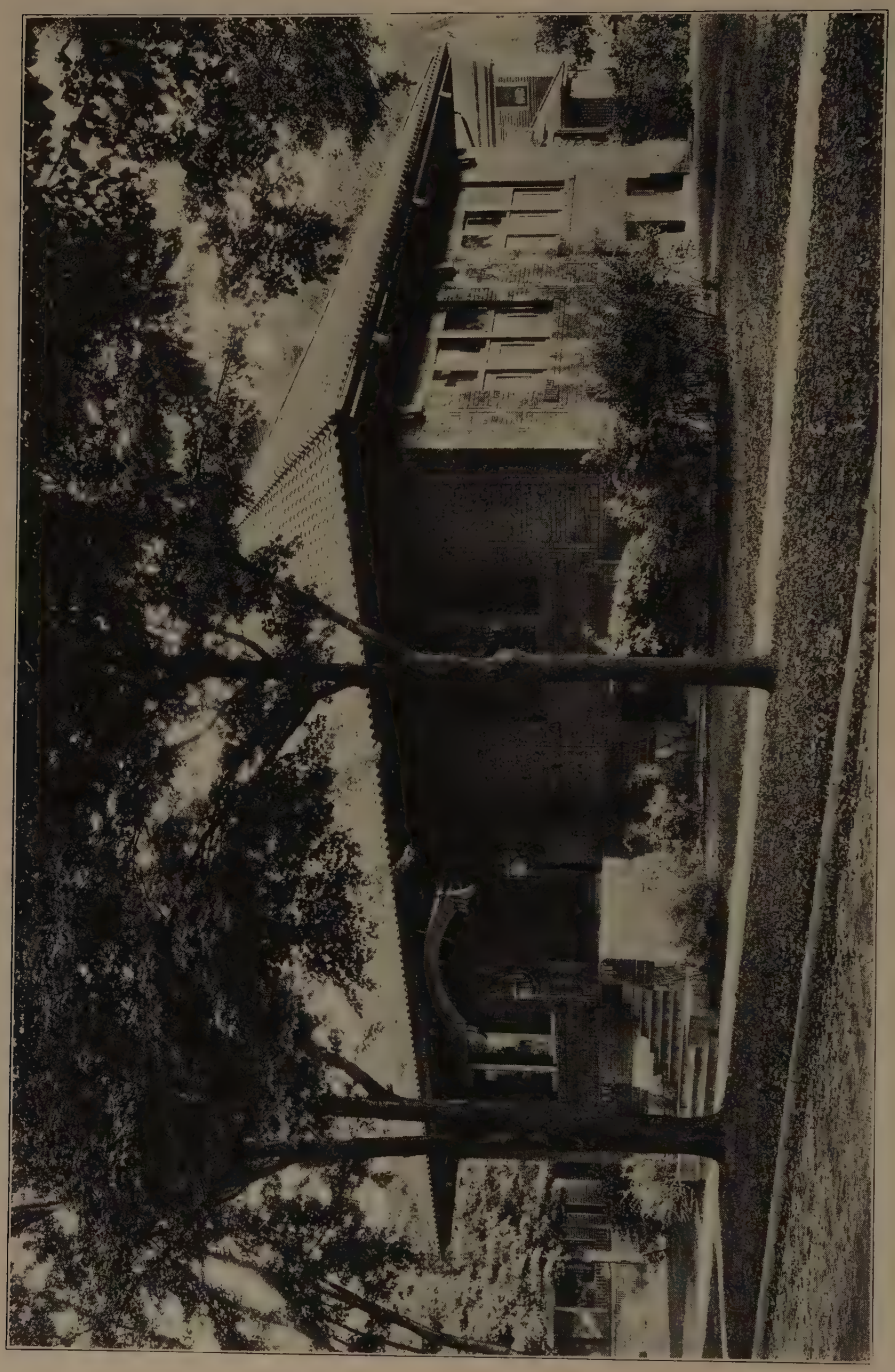
The stairway from the main floor descends to a landing at a rear outside entrance to the basement and the last flight of stairs serves both those who enter from the outside or descend from the library's main floor.

The basement contains an ample auditorium with 150 folding chairs, a well furnished room for the librarian and her assistant, boiler room, supply closet and two toilet rooms, one of which is for the public.

This library does not serve a congested district and it depends partly on the main library, through loans, for its book supply. If it were erected to serve as the library in a small city, its book capacity would have to be increased considerably, which could be done with but few alterations.

Plate 62 shows the spacious effect which even a small building can obtain when partitions and dividing walls are eliminated. This effect is heightened somewhat in this library by sinking the wall cases into the wall itself.

Plate 63 shows the working space for the librarian, back of the straight delivery desk and enclosed on two sides by low, double-faced floor cases. Her desk, telephone, typewriter on a noise deadening pad, and other working tools are here, and ample light comes through the arched window in the rear wall. To the right of the desk is a short flight of stairs which joins the descending stairs at a landing with an outside entrance. Overhead are shown lighting fixtures made by inverting old battery jars and inserting lamps.



No. 65. Kendallville, Indiana—Public Library

KENDALLVILLE, INDIANA—PUBLIC LIBRARY

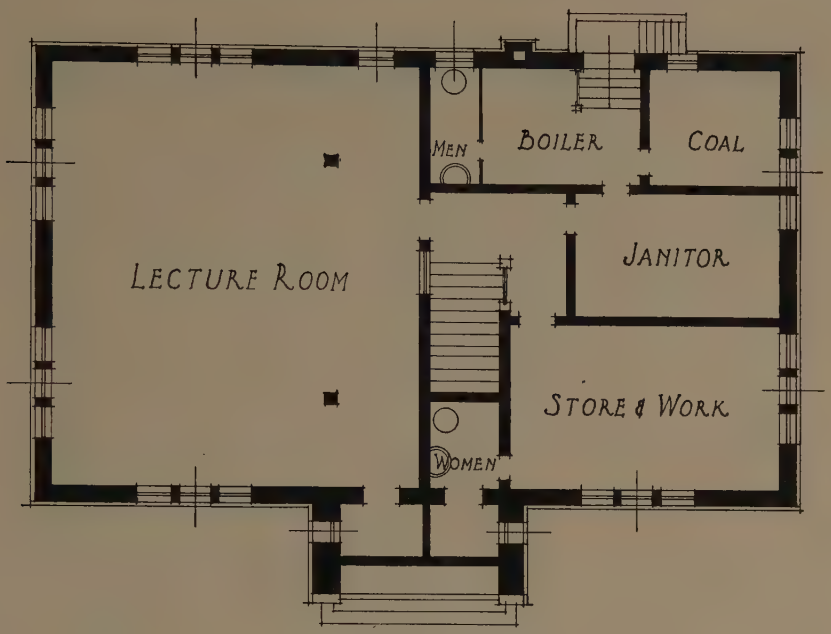
Architect, Grant C. Miller, Chicago, Ill.

THE broad, flat stretches of fertile farm lands in the Middle West seem to have evolved the low, flat buildings in this section of the country. At least many of the buildings here convey the same impression of the flatness, solidity and comfort of this section, and the Kendallville library building represents these qualities.

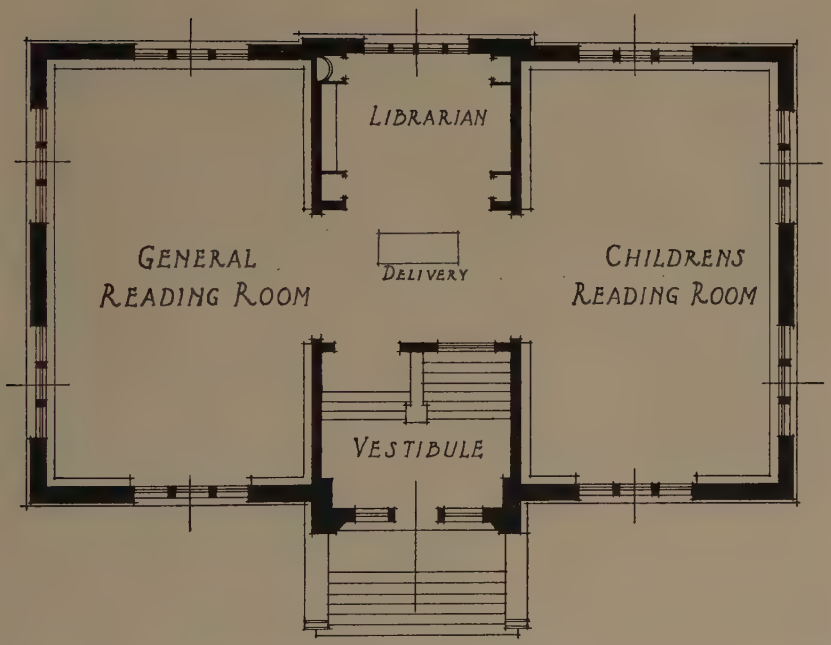
It was built nine years ago at a cost of $14,087.23 for the building proper, and an additional cost of $871.76 for furniture and equipment. On a rough stone foundation were placed the walls of rough dark brick with inserted panels of the same materials and heavy timber beams and brackets support the tile roof. Generous space is allowed the entrance to the vestibule from which steps descend to the basement rooms and a few ascending ones bring the reader directly in front of the delivery desk. Directly back of it is the librarian's room, to the right is the children's room, measuring 34 by 20 feet and six inches, and to the left is the adults' reading room of the same size. High book shelves extend on all walls but the front one. The basement space is economically divided into an ample auditorium 34 by 29 feet, store and work room, janitor's, fuel and boiler, and two toilet rooms. There is an outside stairway to the boiler room.

The main floor is finished to match the furniture, natural light is abundant and artificial light is supplied through semi-indirect fixtures. The librarian states that the floor plan has proved satisfactory but if any changes were made, she would suggest another location for the catalog case, to obtain better supervision of it, larger spaces for bulletin boards and the opening of the partitions back of the delivery desk to provide better ventilation. These suggestions all seem wise and the wish for better ventilation emphasizes the advantage of outlining the space for the librarian's room by means of floor cases, rather than by built-in partitions. Kendallville has a population of 5,273 by the last census.

No. 66. Kendallville, Indiana—Interior of Public Library

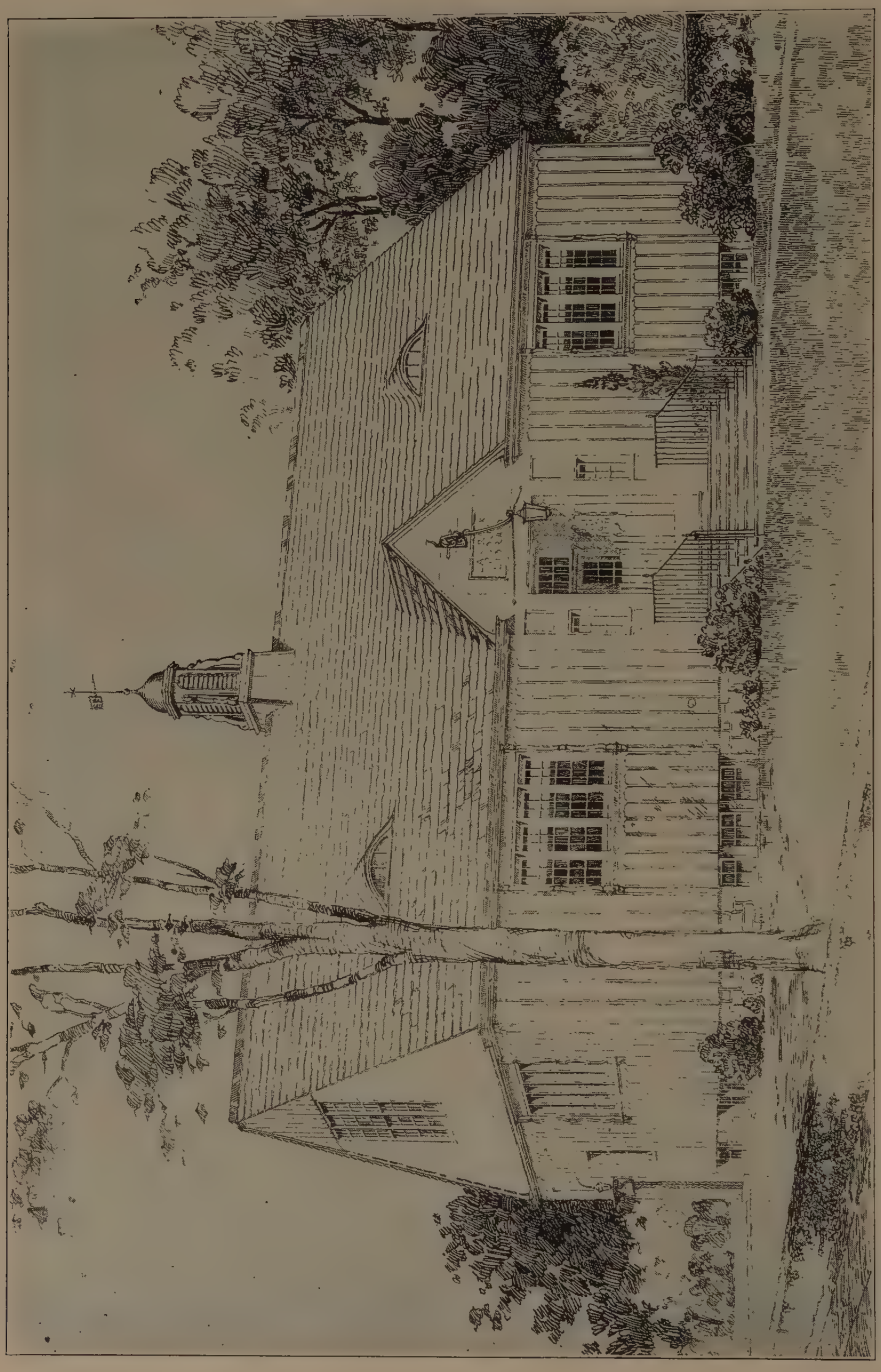


BASEMENT PLAN



FIRST FLOOR PLAN

No. 67. KENDALLVILLE, INDIANA—PUBLIC LIBRARY



No. 68. Competitive Design for Rural Library

DESIGN IN AN ARCHITECTURAL COMPETITION FOR A RURAL LIBRARY

Architects, H. A. Salisbury and Frederick S. Stott, Omaha, Neb.

THE cuts here shown are for a design which received second prize in an architectural competition in 1923 for a rural library. In making the awards, the committee of architects gave second prize for this design with the opening comment, "An excellent plan, very similar to that of the first prize, with just a shade less suavity."

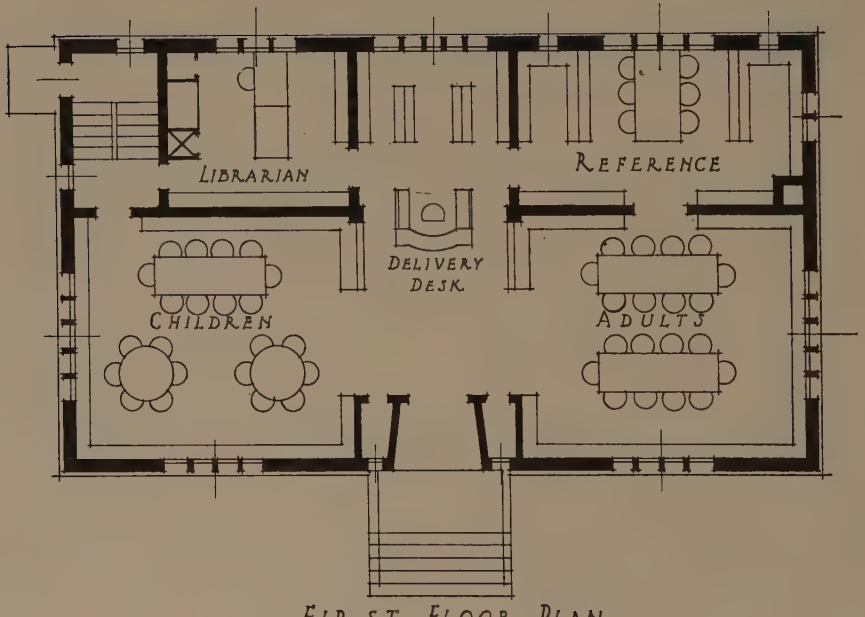
Without venturing to judge between the architectural merits of the various designs submitted, this one is presented here since, in the writer's opinion, the floor plan is the best of the three which received prizes. As attractive as they are, they also show some arrangements which architects seem prone to make and which library workers would wish they did not make.

In the first place, the heavy floor lines would indicate that permanent partitions were proposed to separate rooms on the main floor, when the double-faced floor cases would be sufficient for this, since floor cases would eliminate the expense of partitions, and the cases would not shut out the light and air as partitions do.

The reference work done in a library of this size would scarcely call for sufficient exclusion to demand a separate room from the adults' reading room. If the dividing wall between these two rooms were removed, the reference material would be left unchanged although the table there should be pulled away from the wall in order to accommodate more than six readers. By removing this wall, an additional reading table could be provided and the librarian would have better supervision of the room.

Two floor cases back of the delivery desk are not sufficiently important to warrant the partitioning off of separate space for them. This space would be more wisely devoted for the librarian's room and the space designated "librarian's office" on the main floor plan should be opened by removing the dividing partition and this space

BASEMENT PLAN



FIRST FLOOR PLAN

No. 69

added as part of the children's reading room. A more hospitable impression would be given one entering the building if the short walls at the entrance which seem to be pushing visitors to the delivery desk were removed.

In the basement floor plan, the room designated for the "janitor" could be used as the storage room, as the janitor does not need a separate room in such a small building. The space designated as "storage" in the plan should be added to that of the auditorium, as should the space devoted to the long corridor which is not necessary for that purpose and which is wasteful. If the "fuel" and "heater" rooms changed location, doors could then be opened between the boiler, storage and receiving rooms, and a door could be opened from the receiving room to the space near the stairs. This arrangement would add greatly to the auditorium floor space and the doors between the small rooms would permit of ready access to them without entering the auditorium.

The plan designates the floor above the reading rooms as for a small historical museum. This is not a library problem, but such a room would seem very hot in the summer time for public use.

The building is planned to be of wood and it would have been valuable if the problem submitted to the competitors had specified the maximum cost of the building, as this is the first problem which usually confronts both the library board and the architect.

No. 70. Portland, Oregon—North Portland Branch Library

FIRST FLOOR PLAN

No. 71

PORTLAND, OREGON
NORTH PORTLAND BRANCH LIBRARY

Architects, Jacobberger and Smith, Portland, Ore.

A ROOMY, home-like library building, covered with vines and in a setting of trees, is a delightful contrast to the numerous hard and tight little buildings with foolish domes and Greek porticoes which are scattered all over the country. Not content with offering hospitality and informality in its appearance, this building makes

No. 72. Portland, Oregon—Interior of North Portland Branch Library

itself particularly accessible by providing two entrances from two intersecting streets.

This library is not the type which is associated with bargain day advertising of itself, or with a hectic crowd of newcomers who wish to increase their earning powers. Neither is it the type of library which suggests the loaning every year of tons of wild west or of mystery stories. The reproductions of its exterior and interior shown here, fail to do justice to the quiet dignity and the distinction of the library which in its work suggests quality rather than quantity. This comes partly from the type of architecture which is instinctively associated only with the thoughtful reading of the best books, and partly from the spaciousness, restraint, and taste in the handsome interior.

Vines so cover the building that its architectural details can not be seen, but it appears to be of the English type with brick walls, stone trim, and stone window casements. The building is irregular in shape, but its longest walls are 90 feet 10 inches and 80 feet 2 inches. It was erected ten years ago at a cost of $31,582.85, including $5,171.86 for furniture and fixtures. Many years may elapse before it again becomes possible to erect a library building of this size and finish for this amount of money.

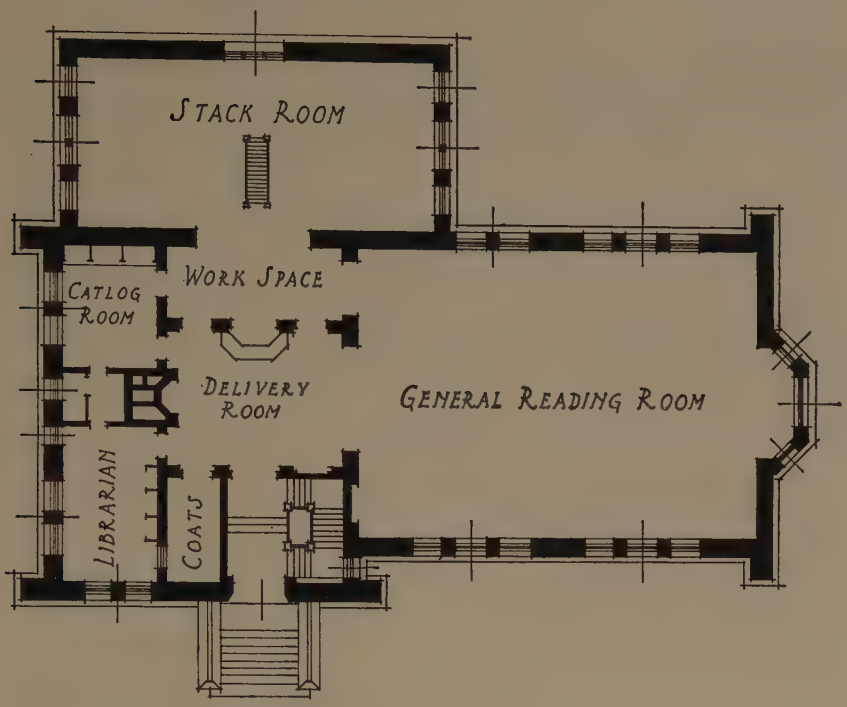
The vestibule at one entrance opens into a large room 90 feet by 33 feet in area for general library purposes. This is a handsome room with a stucco ceiling in a conventional design, ample wall space for books, and ample floor space for readers and tables.

Immediately back of this space is another large room, open to the roof, and planned as a quiet and separate reading alcove. This room is English-Gothic in type, with a paneled wooden ceiling, heavy arched timber beams supported by carved brackets, and a large leaded glass bay window supplied with reading benches. The long side walls are covered with unbroken lines of book shelves, and the handsome, semi-indirect lighting fixtures are in excellent proportion to the space in which they are suspended.

At one end of the building are the librarian's and staff rooms,

with kitchenette, lockers and lavatory. On the opposite side of the building is the second entrance to the building, with a public toilet room and ascending stairs to the second floor. This arrangement does not allow of much supervision of the entrance, stairs, etc., from the delivery desk or from reading rooms, but supervision may not be necessary in this building. On the second floor are a story-hour room and an auditorium, which at present is used also for infants' clinics.

The plan of placing the auditorium on the second floor of small library buildings is open to question. In many libraries, a second floor auditorium has proven noisy. The separate and second entrance to the North Portland building doubtless decreases this noise and confusion. In fire-proof buildings with a cement floor in the second story, meetings over reading rooms would be unobjectionable. Noise-deadening materials between this floor and the ceiling underneath have also been tried, but on general principles it is wiser for the auditorium in a small library building to be located in the basement.



FIRST FLOOR PLAN

No. 73

TIFFIN, OHIO
HEIDELBERG UNIVERSITY LIBRARY

Architects, Patton and Miller, Chicago, Ill.

THIS attractive library building of fire-proof construction was built eleven years ago at the low cost of $35,000.00. Heidelberg University is fortunate in having built at that date, for if erected now the building's cost would reach and probably exceed $50,000.00. It is a good example of an attractive building providing satisfactory facilities for the work to be done.

The architectural style of the building is modern Gothic and it was built of lime-stone with Bedford stone trim and a roof of flat tiles. The building has a frontage of ninety feet and a depth of sixty-

No. 74. Tiffin, Ohio—Heidelberg University Library

No. 75. Tiffin, Ohio—Interior of Heidelberg University Library

eight feet. The reading room is commodious and beautiful and has open shelves which accommodate 6,000 volumes. In addition to this large room, the main floor has the librarian's and catalog rooms, ample delivery space, work space back of the delivery room, and a small coat room. The stacks are in three levels and have a book capacity of 60,000 volumes.

In addition to the usual basement rooms, such as stack, fuel, boiler, etc., the building has seven seminar rooms and a hall space which can be filled with floor cases if necessary.

OMAHA, NEBRASKA
TECHNICAL HIGH SCHOOL LIBRARY

Architects, Clarke and Clarke, Omaha, Neb.

THE newest and probably one of the most carefully planned high school libraries is that of the Technical High School in Omaha, which was completed late in 1923. These plans were based on many years of successful high school library work in Omaha where highly intelligent consideration has been given to school library problems.

Recognizing the importance of the library to the school, unusual facilities were given the library to permit of its full contribution to the Technical High School, and this is shown in the ample space assigned to the library and for the specialization of its activities.

The high school building itself cost $3,500,000.00 and the school had an enrollment last winter of 3,200 students. The library quarters consist of a main room measuring 83 by 66 feet; a library class room, 29 by 24 feet; teachers' library, 29 by 24 feet; reading room, 69 by 43 feet; a librarian's office, workroom and two adjacent study halls to which library service is given.

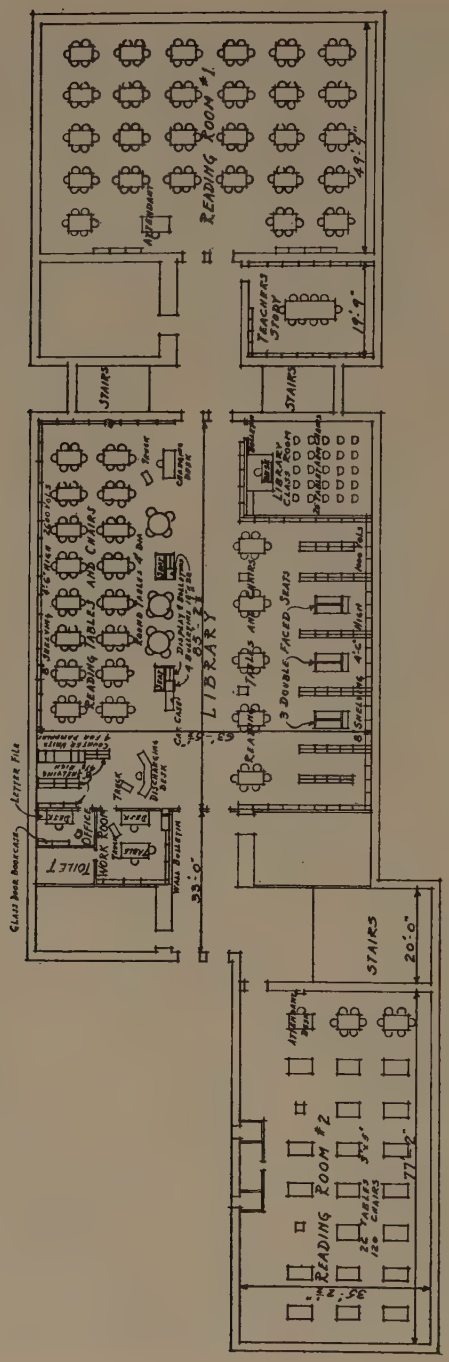
The library equipment, exclusive of books, cost $13,000.00 and exclusive of tables, chairs, bookcases, etc., the equipment includes two charging desks, one large and one small one, catalog and filing cases, trucks, deposit racks and magazine and newspaper cases.

Five trained librarians and one clerk constitute the present library staff. There are five part-time student assistants.

A feature in one end of the large reading room is the arrangement of floor cases which provides for alcoves entirely open to supervision and supplied with double-faced reading seats. In the adjoining class room, where instruction in the library's use is given to freshmen classes only, there are arranged twenty-four tablet arm chairs. All library rooms are unusually well supplied with bulletin boards, low and high shelving and display cases. The book shelves in the large reading room alone accommodate 2,600 books.

No. 76. Omaha, Nebraska—Technical High School Library, Main Library Room

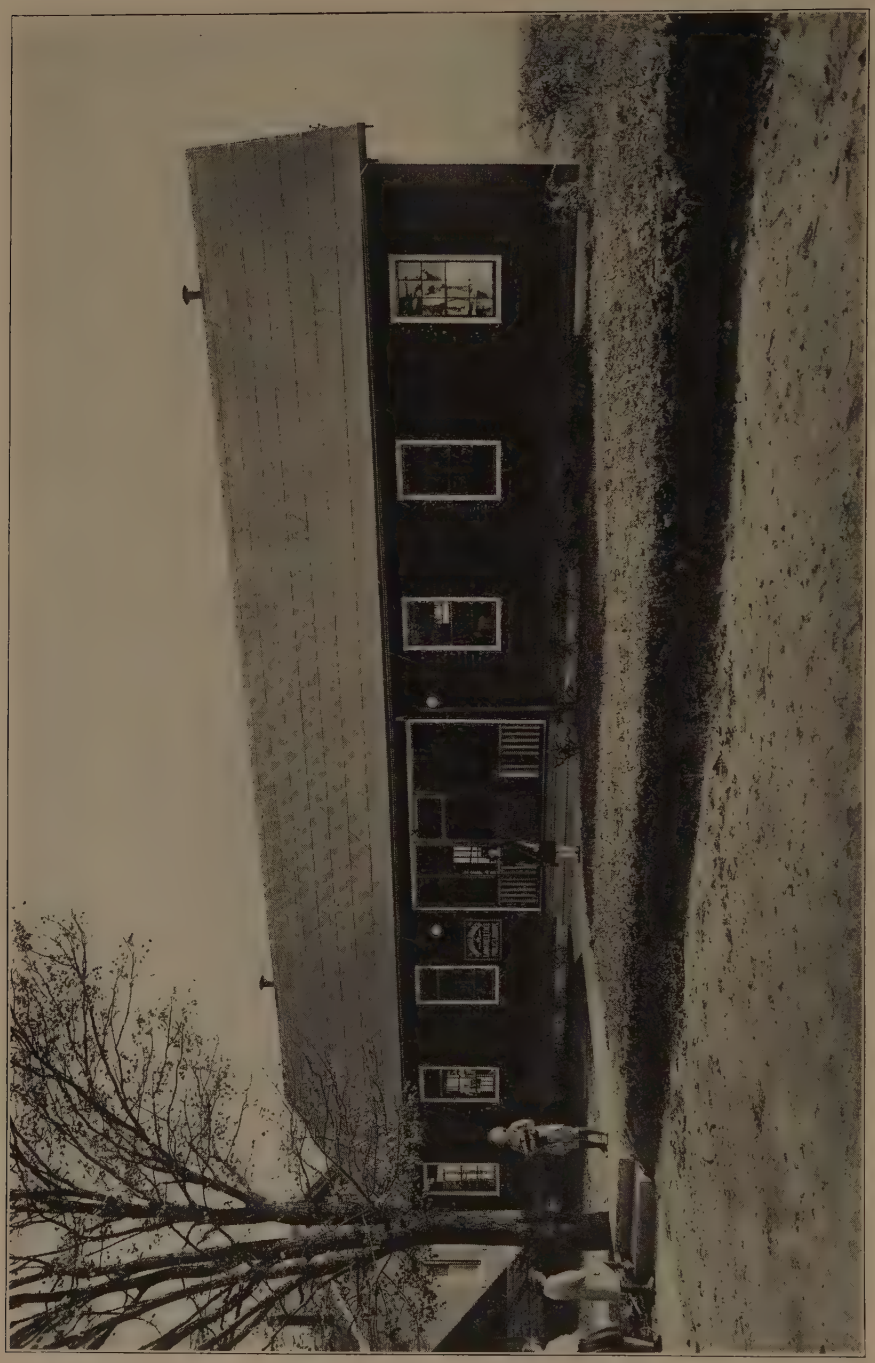
No. 77. Omaha, Nebraska—Technical High School Library, West Reading Room



LIBRARY
OMAHA TECHNICAL HIGH SCHOOL
No. 78

Of the library rooms in this building two are shown here—a section of the main library room, part of which extends beyond the arches to the left where are floor cases and reading alcoves and a view of one of the smaller reading rooms.

A notable feature in all of these rooms is the provision for ample natural light and good ventilation. In the smaller reading rooms the windows extend from the heat radiators to the ceiling, and in the main room additional windows are placed directly under the ceiling to secure full reflected light and to add to good ventilation.



No. 79. Louisville, Kentucky—Shawnee Branch Library

LOUISVILLE, KENTUCKY
SHAWNEE BRANCH LIBRARY

Architect, Ossian P. Ward, Louisville, Ky.

LARGER in area than the University Park library building in Portland, with an amplification in its floor plan arrangement for additional activities, and plainer in its exterior appearance, is the Shawnee branch library. It measures 30 feet by 75 feet which gives a floor area of 2250 square feet,—a floor space more than double that in the Portland building.

The Shawnee building was opened for public use early in 1922 and it cost complete and furnished, $4,312.87, exclusive of the building site which was a gift. The library contains 3,672 books which have an annual home circulation of 46,744. Its yearly maintenance expense is $5,045.22.

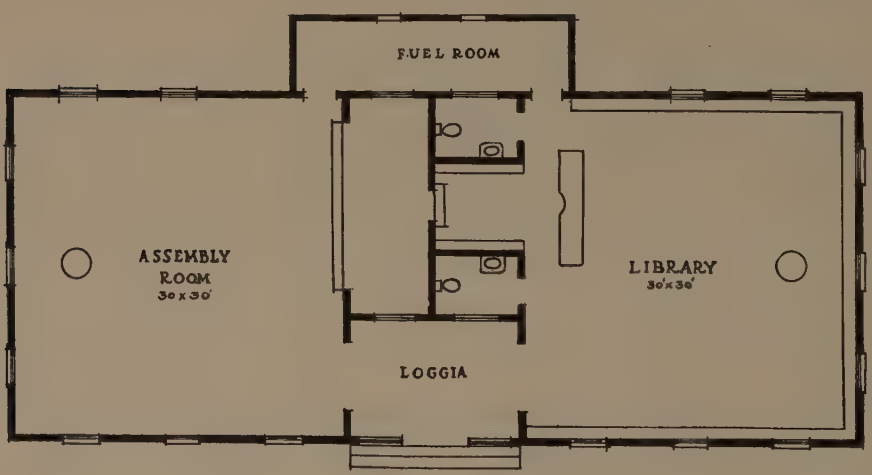
This frame building with a composition roof covering was erected to be used for at least ten years. The librarian of the Louisville library system has stated that if additional "temporary" buildings were to be erected, he would adhere to this Shawnee plan, but would break the unrelieved roof lines and would substitute asphalt shingles for the roof covering.

The floor space in the building is divided nearly equally between the library proper and an assembly room, 30 feet by 30 feet, which is used for community gatherings practically every afternoon and evening. The small entrance vestibule decreases cold and draughts in these rooms. At the rear of the building is an alcove which is used as a fuel room.

The library room itself measures 30 feet by 30 feet. Immediately back of the delivery desk is a reference alcove which connects through a door with the assembly room. This alcove, which is directly back of the stage in the assembly room, serves also as a dressing room. The assembly room can be entirely shut off from the reading rooms when this is desirable.

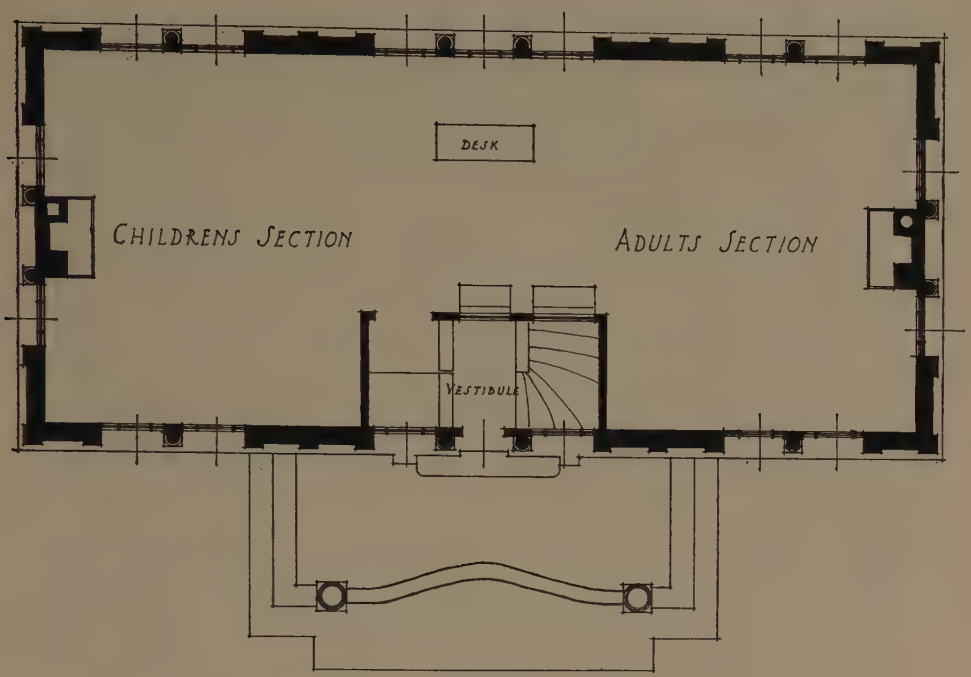
An unusual arrangement for two public toilet rooms is shown on the floor plan to be adjacent to and on both sides of the delivery desk. These rooms are supplied with pipe ventilation through the roof, and each toilet room has a window. One of these windows is shown on the floor plan to be in the wall of the entrance vestibule or loggia, which is an open one, and the other window opens on the fuel room which is shown to have two windows. Doubtless these toilets were so placed as to be under the supervision of the attendant at the desk.

If a building similar to the Shawnee library were to be erected, another location for the toilet rooms would be suggested that would remove the delivery desk and its attendant from close proximity to the toilet room entrances. If these rooms were placed against the rear wall of the reading room, each would have a rear outside window and they would be well supervised since their entrances would then be in front of the desk attendant. This suggested change would also permit the desk to be pushed back several feet. This would allow of much additional book shelving in the alcove back of the desk, which is a great convenience, and it would increase the area directly in front of the desk, which is much to be desired.



FLOOR PLAN

No. 80



FIRST FLOOR PLAN

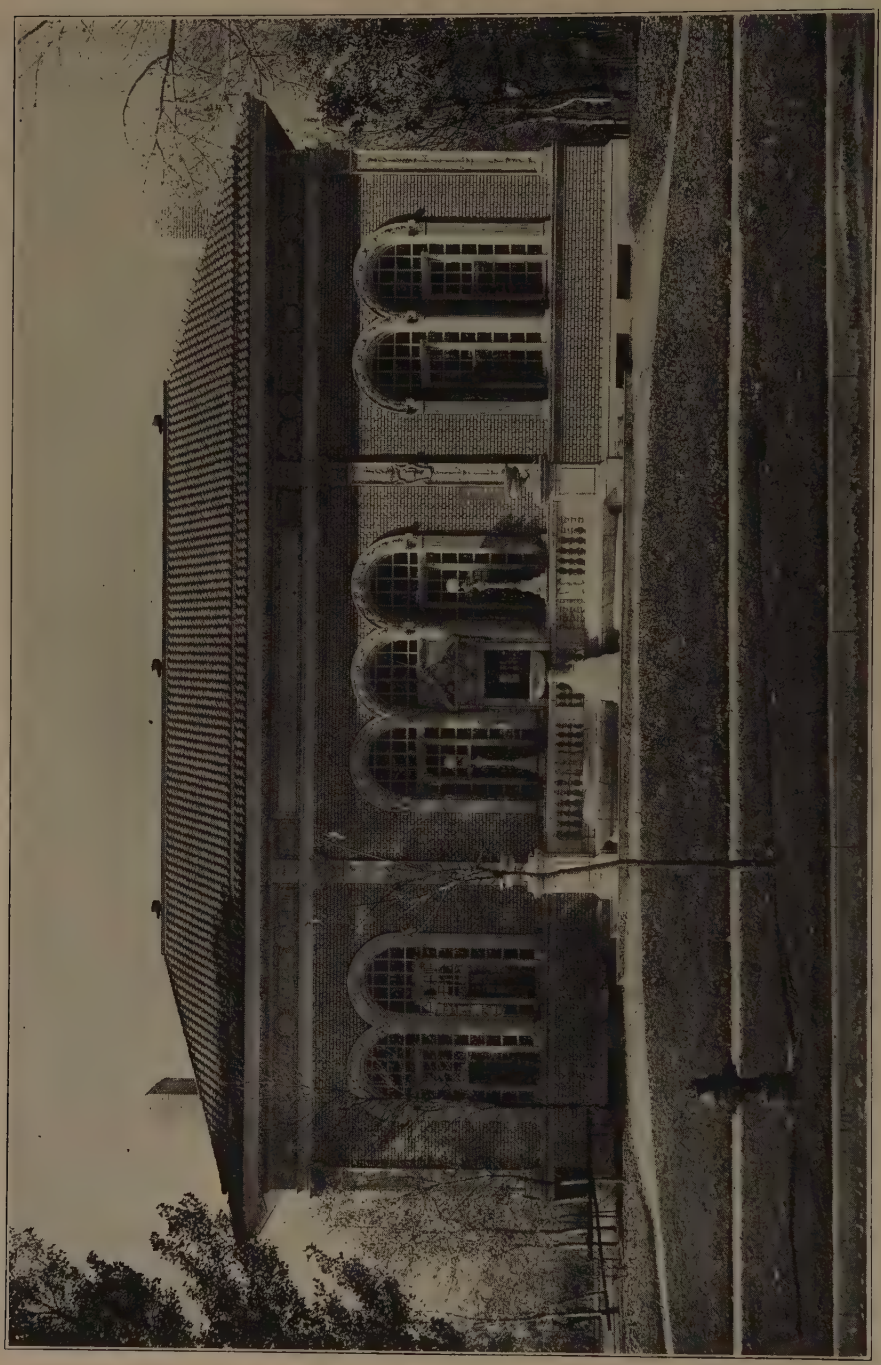
No. 81

DENVER, COLORADO
WOODBURY BRANCH LIBRARY

Architect, J. B. B. Benedict, Denver, Colo.

PHOTOGRAPHS and floor plans of this building are presented for several reasons. First of all, the building is lovely in itself and it would likely be the type to which members of library boards would be attracted. Secondly, it has many admirable features worthy of being reproduced and others which should be avoided.

This building of Florentine style is 76 by 34 feet in its outside measurements. It cost $22,000.00 complete and furnished when it was erected ten years ago. It is built of mottled cream-colored brick with balustrade, pilasters and trim of terra cotta in Renaissance design, and it has a tile roof in shades of red and gray.



No. 82. Denver, Colorado—Woodbury Branch Library

No. 83. Denver, Colorado—Interior of Woodbury Branch Library

The main floor is one open room with the exception of the entrance vestibule, from which stairs descend to the basement where the auditorium and staff, work, storage, boiler and fuel rooms are located.

The long open room on the main floor has its roof timbers exposed; the walls are stippled in light blue and buff with a frieze of lions of St. Marks, and all the furniture is stained a pearl gray.

When buildings are reproduced in other cities, their defects as well as their virtues will likely be included. This library building and probably all buildings have certain features which should not be reproduced and which could be improved upon.

In the Woodbury building, the down-spouts from the roof are concealed in the brick walls. Should they leak, this would not be discovered until the inside walls became stained and soft, and it would be difficult to locate and reach the leak for repair.

Since the rear of this building faces a small city park, the windows on the rear and in all four walls are low. This limits the book capacity too greatly, which would have been increased considerably if all windows were high excepting those in front. Panels on the exterior walls underneath high windows would give sufficient architectural impression.

In cities with a hot summer climate, the absence of an air chamber between the ceiling and the roof would likely prove unwise. Also, the entrance vestibule and basement stairs are difficult of supervision a difficulty in most libraries where the staff is small and where the delivery desk and librarian's room are not adjacent to the library's entrance.

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